

2008 BARS Manual

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Chapter One: Introduction

Among the policy functions of state government, none is more important than the budget process. The budget is a plan of operation describing how the state will use its financial resources to meet the needs of the public. The plan includes an estimate of proposed expenditures and the means of financing the disbursements.

The state's budget, as recommended by the Governor and approved by the Legislature, originates with the individual budget requests of state agencies. Agency budget requests provide the information needed to prioritize programs and allocate financial resources accordingly.

Programs are the focus of the budget format. The effectiveness of programs and efficiency of operations should be a consideration during the preparation of the agency budget request.

Budget Base

The general fund budget request for the 2009-11 biennium is limited to 100 percent of an agency's present general fund appropriation. Adjustments will be made for one-time expenditures, such as major capital improvements and phased-in programs, when calculating the 100 percent limit. Each agency will be notified of its actual dollar limit.

While the budget limit is 100 percent of the base budget, we still encourage agencies to examine what they do and how they do it. Agencies are challenged to think about what they no longer need to do; or what they can do in a simpler, more cost-effective way.

General fund budget needs beyond the 100 percent amount can be prioritized and requested in the Optional Request.

There are no limitations to requesting special funds or federal funds unless an agency is notified otherwise. However, agencies are encouraged to analyze all programs regardless of funding source.

Fiscal Environment

The February 2008 revenue report shows 2007-09 actual revenues exceeding projections. Through the end of February 2008, actual collections exceeded the forecast by 13.1 percent or \$93.6 million. *Moody's Economy.com*, the state's economic forecasting consultant, has indicated that North Dakota can expect continued growth in the state's economy; however, the state is not immune to the effects of a national recession.

Although economic signs are positive in North Dakota, expected budget demands are great. All programs and expenditures will be analyzed and prioritized.

Agencies should not substitute federal funds or special funds for general funds without considering the long-term availability of these funds. Over the years, programs have been started or enhanced with federal dollars only to have federal funds decrease or be eliminated. Caution is advised in substituting other funds for general funds.

While an official forecast is not yet complete, preliminary estimates indicate that the initiated measure to reduce personal income tax and corporate income tax could reduce general fund revenues by \$375-400 million. If oil prices remain strong, the proposed constitutional measure to make the Permanent Oil Tax Trust Fund a constitutional fund could limit available resources by an additional \$300-400 million in the 2009 – 2011 biennium.

Using the BARS Manual

This first chapter contains general introductory information including the fiscal environment, the budget base, using the BARS Manual, and starting the budget process.

Chapter 2 describes various general procedures for submitting an agency budget using BARS.

All BARS screens are discussed individually in Chapters 3 through 9 of the BARS Manual. Chapter 4 contains instructions for completing all screens used in budgeting salaries, wages, and fringe benefits. The remaining chapters contain instructions for all other screens.

For each BARS screen, the screen name is presented first. Next the “Navigation Path” is indicated for each screen. This tells the user which menu options to select to access the screen. The general purpose of the screen is presented under the heading “Purpose.” Finally, the section titled “Using the Screen” contains instructions regarding information to be included on a screen. This section may also tell the user where to budget certain anticipated expenditures.

Chapter 10 describes how to build an agency IT (Information Technology) plan and budget.

Reports of various budget data can be viewed or printed through BARS. Each available report is described in Chapter 11.

Chapter 12 provides the glossary.

The BARS Manual includes links to various resources such as the Revenue and Expenditure Account Codes, Building and Infrastructure formulas, Legislatively Authorized FTE, and various agency billing rates to be used in building the 2009-11 budget request. Wherever possible, the BARS Manual uses the same terminology as the PeopleSoft payroll and financial systems.

Budget Process Timeline

The statutory deadline for all budgets to be submitted is July 15, 2008, including the optional request. If an extension is needed, the request for an extension must be made in writing to the assigned budget analyst by July 1, 2008. Agencies are encouraged to submit the budget as early as possible to allow adequate time for analysis.

Throughout the budget process, analysts will be available to answer questions on using BARS or how to prepare the budget.

The building and infrastructure inventory should be updated by April 11, 2008.

After the budget is submitted, a budget review meeting is held for each agency, if requested. The meeting will include a representative from the Office of the Governor, the Office of Management and Budget director, OMB Fiscal Management director, the budget analyst, and a Legislative Council representative. After the meeting, analysis of the request is completed and recommendations are prepared to reflect the executive budget policy.

In July 2008, the first revenue forecast for the upcoming biennium is completed. In November 2008, the forecast is updated to reflect current economic data and other factors, such as the passage or defeat of proposed initiated measures and constitutional amendments. At that time, spending recommendations are finalized to correspond with anticipated revenue.

The Governor presents the executive budget to the Legislature at the organizational session in December. Appropriation bills supporting the executive recommendation are then prepared and submitted.

The budget process and key dates are graphically displayed in the [Budget Process Timeline](#) in the Appendix.

Chapter Two: BARS General Procedures

This chapter includes an overview of BARS and the specific steps to use in creating a budget request. Information is provided regarding:

- Security and access
- BARS logon screen
- Reporting levels
- Copying, selecting and deleting budget versions
- Subschedule copy function
- Default funding
- BARS Help function

Overview of BARS

The North Dakota Budget Analysis and Reporting System (BARS) was developed to meet the needs of policymakers in North Dakota. BARS provides a method for agencies to prepare a budget request. The system allows for the aggregation of the requested dollars at user-selected levels of detail and provides the ability to generate reports for management review at these various levels.

In addition, BARS facilitates the balancing of data entered on supporting schedule input screens with budget request figures. Amounts entered in the various subschedules are posted directly to the budget request when the subschedule is completed.

The system is client-server based, meaning all data resides on a server database while most of the programming and processing resides on the workstation. The actual BARS application resides on each agency's personal computers and the data entered resides on the server. New BARS executables can be downloaded from the OMB Fiscal Management website at <http://www.nd.gov/fiscal>. Required BARS updates will be announced through email.

In addition to initial agency budget preparation, OMB uses BARS to prepare the Governor's recommendation.

Security and Access

User Types

By contacting the BARS System Administrator, a user type code is assigned to each user when the user ID is created. Security settings and access privileges are established according to the user type code. Access privileges include "read/write" or "read only" access to screens, reports, narratives, the budget request checklist, and publications. Access can be allowed at the agency level or limited to specific reporting levels. The main user type codes are explained as follows:

- DA Multi-department user** – This user has access to multiple agencies.
- EA Single department user** – This user has access to all reporting levels within a single agency.
- FA Restricted Department ID user** – This user has access to data within selected reporting levels for a particular agency. This security is set by EA or DA users through the security window on the reporting level maintenance screen.
- HA Single department IT capture user** – This user's access is limited to the IT Capture subschedule for a single agency.

Access By Other Users

Agency users can change OMB and Legislative Council access privileges for a specific budget version. Access by Legislative Council analysts and OMB may be set to open, closed, or read-only for each version. To change access to a selected version, go to the Budget Control Checklist and change the access indicator in the access box. If set to "closed", the corresponding version is not included in the other user's list of versions available for selection in the Version Control Screen. The "Read-only" access allows the respective user to view, but not change, the version.

BARS Logon and the Main Menu

BARS Logon

Upon starting the BARS application, the Logon screen is opened. Enter a user ID and current password, both of which are case sensitive. For users with an Active Directory account, the BARS user ID is the same as the Active Directory user name. If a new user ID is required, contact Brian Bartz at 328-1529. First time users are assigned a temporary password that should be changed once logged on to BARS.

If the user does not have the most current BARS application version, a message box appears to notify the user to upgrade. Install a new BARS application using the [BARS installation wizard](#) available through the OMB Fiscal Management web site.

If a user experiences three unsuccessful attempts to logon to BARS, the user's access will be locked. In this event, the ITD Help Desk (328-4470) must be contacted to reset the password.

BARS Main Menu

The Main Menu bar at the top of the screen lists all the initial selections for the navigation paths needed to access screens. The menu items include File, Administration, Preparation, Reporting, Publications, Window, and Help. The Main Menu also includes a message box to communicate pertinent information to BARS users.

Changing a User Password

To change a password while logged on to BARS, select File and Change Password from the Main Menu.

Reporting Levels

Using the Screen

Defining Reporting Levels

One of the first steps in preparing the budget is defining the reporting level structure. Establishing the structure is the same concept used in the development of the Tree Manager Structure in PeopleSoft . The reporting level structure is important for both data entry and reporting in BARS. Initially, OMB will copy the BARS Reporting and Budget Level Maintenance Table from the previous biennium into the 2007-09 record. This structure must be reviewed by the agency and updated to include reporting level changes for the present biennium and the biennium for which the budget is being requested. Notify the assigned OMB budget analyst of any needed changes to the table.

Defining Data Entry Levels

The BARS Reporting Level Type code defines the various data entry levels available. The value of this field is set prior to entering data for the Budget Request. The valid values are:

- A** Accounting Level Data Entry- 4 digit Department ID.
- B** Summary/Roll-Up Level (the organizational level at which the Budget Office reviews and modifies the Budget Request).
- X** Neither a summary or data entry level. The “X” can apply to a reporting level above or below the other two values.

Report Viewer - Standard Reports - Reporting Levels

2009-2010 BIEN / 3/25/2008 3:38 PM		SR01 - Reporting Levels				Page 1 of 1	
Department: 00408 PUBLIC SERVICE COMMISSION							
Reporting Level	Description	Code1	Code2	Type	Cross Reference	Level	Enabled
00-000-000-00-00-00-00000000	OFFICE OF PUBLIC SERVICE COMMISSION			X	00	1	Yes
00-408-000-00-00-00-00000000	Public Service Commission			X		2	Yes
00-408-100-00-00-00-00000000	ADMINISTRATION	MP		B		3	Yes
00-408-100-10-00-00-00000000	Commissioners			A	1100	4	Yes
00-408-100-12-00-00-00000000	Commerce Counsel			A	1200	4	Yes
00-408-100-13-00-00-00000000	General Office			A	1300	4	Yes
00-408-200-00-00-00-00000000	TESTING, LICENSING AND CERTIFICATION	MP		B		3	Yes
00-408-200-20-00-00-00000000	Testing & Safety			A	2000	4	Yes
00-408-200-40-00-00-00000000	PSC Licensing & Rail			X		4	Yes
00-408-200-40-01-00-00-00000000	Licensing & Rail			A	4000	5	Yes
00-408-200-40-02-00-00-00000000	State Rail Fund			A	4100	5	Yes
00-408-200-72-00-00-00000000	Gas Safety			A	7200	4	Yes
00-408-300-00-00-00-00000000	PUBLIC UTILITIES	MP		B		3	Yes
00-408-300-70-00-00-00000000	Public Utilities			A	7100	4	Yes
00-408-300-75-00-00-00000000	QPAP Continuing Appn.			A	7500	4	Yes
00-408-300-77-00-00-00000000	PSC Valuation Revolving			A	7700	4	Yes
00-408-300-78-00-00-00000000	Continuing Appn. Coding Error 2005			A	7800	4	Yes
00-408-400-00-00-00-00000000	RECLAMATION PROGRAMS	MP		B		3	Yes
00-408-400-80-00-00-00000000	Reclamation			A	8000	4	Yes
00-408-400-83-00-00-00000000	OSM Technical Assistance			A	8300	4	Yes
00-408-400-90-00-00-00000000	Abandoned Mine Lands			A	9000	4	Yes

Locking Reporting Levels to Start the Budget Request

Once the reporting levels are established by the agency and approved by the assigned OMB analyst, the levels are locked by OMB and data entry can begin. After reporting levels are locked, it is not advisable to unlock and make changes to the table. Once the data is entered, the deletion of a reporting level may corrupt the BARS database and may require the agency to re-start the budget process.

Once reporting levels are approved by OMB and locked, preparation windows are opened for access.

Copying, Selecting, and Deleting Budget Versions

Version Control Screen

The screenshot shows the 'Version Control' window. At the top, there is a 'Biennium' dropdown menu set to '2009'. Below this is a list of agencies with their IDs and names. The 'OFFICE OF MANAGEMENT AND BUDGET' (00110) is selected. To the right of the agency list is a table with columns: 'Ver', 'Seq', 'Title', 'Creation Date', and 'Type'. The table contains one row: 'D', '1', 'Initial Download', '2/19/2008 14:49:19', and 'A'. Below the table, there is a set of instructions: 'To choose a version, 1. Select by Department 2. Select a Version. 3. Click on the "Select" button or double-click on a version.' At the bottom, there are buttons for 'Select', 'Recalc', 'Create', 'Copy', 'Submit', 'Delete', 'Statewide Co', 'Statewide D', and 'Exit'.

Agcy No	Name	Ver	Seq	Title	Creation Date	Type
00101	OFFICE OF THE GOVERNOR	D	1	Initial Download	2/19/2008 14:49:19	A
00108	SECRETARY OF STATE					
00110	OFFICE OF MANAGEMENT AND BUDGET					
00112	INFORMATION TECHNOLOGY					
00117	OFFICE OF THE STATE AUDITOR					
00120	OFFICE OF THE STATE TREASURER					
00125	OFFICE OF THE ATTORNEY GENERAL					
00127	OFFICE OF STATE TAX COMMISSIONER					
00140	OFFICE OF ADMINISTRATIVE HEARINGS					
00150	LEGISLATIVE ASSEMBLY					
00160	LEGISLATIVE COUNCIL					
00180	JUDICIAL BRANCH					
00188	COMMISSION ON LEGAL COUNSEL FOR INDIGEN					
00190	RETIREMENT AND INVESTMENT OFFICE					

To choose a version, 1. Select by Department 2. Select a Version. 3. Click on the "Select" button or double-click on a version.

Buttons: Select, Recalc, Create, Copy, Submit, Delete, Statewide Co, Statewide D, Exit

Navigation

Log On => File => Version Control

or

Click the Version button on Main Menu

Purpose

The Version Control screen controls the access, creation, submission, and deletion of budget versions.

Using the Screen

Upon first accessing the Version Control screen, select the biennium and the department. Until the department and biennium are selected, all other options are disabled. The biennium is named for the first year of the biennium. For example the 2009-11 biennium is named 2009. The default for the biennium is set to the budget request biennium. The department is selected by default for users with access to only one department. Selecting the department displays the version options available to the user.

For each version, the Version Type, Version Sequence Number, Version Title, Creation Date, and Control Level Type are presented. An agency user is only able to create an A-Agency Work-in-Progress, or B-Budget Request version, but may be able to view other versions, depending upon access established by the system administrator.

Budget Version Defined

The term **budget version** is used to identify the various stages of the budget from request to appropriation. A budget version is identified by several components including the biennium, business unit, a one-character code used to identify version type, and a two-digit number used to distinguish the multiple scenarios within a version type (example: 2009 D22 00110 is for the 2009-11 biennium, download version #22, agency 110).

The option to have multiple variations or scenarios is available within certain version types. The version type description, letter identifier, and number of variations for certain version types are as follows:

Version Type Description	Letter Identifier	Number of Variations for Each Version Type
Download	D	10
Agency work-in-progress	A	15
Budget request	B	1
OMB analyst work-in-progress	W	8
Governor's recommendation	R	1
Compensation	C	30

Control of and Access to Budget Versions

The ownership of the budget version dictates who has control over opening, closing or limiting access to the budget data. The type of budget version identifies the ownership of the budget data. Generally, the office creating the version owns the data. For example, an agency owns the Agency Request version of data while the budget office owns the Governor's Recommendation version.

Copying a Version

The first step an agency takes in preparing its budget is to determine the level of detail, accounting or budget, at which to prepare the budget. Download versions supply the historical data from PeopleSoft, such as previous biennium expenditures, annualized current biennium first-year expenditures, and current biennium pay plan.

To create a new version, select an existing version and click the Copy button at the bottom of the screen. A Copy Version dialog box will appear. Select the version type, such as “A” for agency work in progress. A descriptive name may be entered to readily identify the created version. Under Copy Options, select “roll up” to create a budget level version. Without the roll up option selected, the created version will be at the accounting level when copying from a version that is at the accounting level. Narrative, payroll position information, and subschedules can also be copied to the new version.

After clicking OK in the Copy Version dialog box, a window will appear to confirm that the data should be copied from one version to another. If the Copy Positions box was marked, another window will ask if payroll should be recalculated for the new version.

Tip *If prompted by the system, always select “Yes” to recalculate payroll.*

A newly created version contains the same data as the version from which it was copied, although it may be summarized at a higher level. The user can edit the newly created version while leaving intact the version from which it was copied.

Selecting a Version

After selecting the biennium and department, click on the desired version on the right side of the screen and select OK at the bottom of the screen, or double click on the version. A message appears displaying the Version Number and stating that it was successfully selected.

Deleting a Version

In order to eliminate a version, select the version and click the Delete button at the bottom of the version control screen. A warning message appears to ensure the user wishes to delete the highlighted version. BARS will only allow agencies to delete versions created by that agency. If a version is open, it cannot be deleted.

Exiting a Version

To discontinue working on a version and begin working on another version, click on File/Version Control and select a new version. BARS will allow multiple versions to be open at the same time. Selecting File/Exit or Exit at the BARS Main Menu screen takes the user out of the application, not out of the version. Consequently, the next time BARS is opened, the same version will be selected.

Subschedule Copy

Subschedule Copy Screen

Source Version: 2009-W-01-00140

Destination Version

Biennium Agency Version

Pre-Fill

Screen Mode

- ☒ Narratives
- ☐ Personal Services
- ☐ Subschedule
- ☐ Version Reorg

Map Data

- ☒ Year (Payroll)
- ☐ Rptng Lvl
- ☐ Lines
- ☐ Funds
- ☐ View Screen Mode

Copy Mode

- ☒ Append
- ☐ Delete
- ☐ Update

Destination Dept	Source Year	to	Destination Year
00140 For Year 1 of Biennium			
00140 For Year 2 of Biennium			

Copy Save Data Exit

Navigation

Log On => Preparation => Subschedule Copy

Purpose

The Subschedule Copy function is used for copying subschedule and narrative information. This feature allows a user to avoid the re-entry of information that is unchanged. The subschedule copy function can be used to copy payroll data, narratives, or subschedule information from one version to another. Most commonly, this feature is used to copy narratives from the previous biennium R version to a current biennium A version. This

feature is also useful for a user whose agency does not have its payroll information downloaded from PeopleSoft. Instead of manually entering each payroll record into BARS, a user can copy some or all of the payroll records from a previous biennium budget version to a current biennium budget version. This feature can allow the previous biennium records to be used to create identical year 1 and year 2 records for the upcoming biennium. It can also be used to copy payroll records from one working version to another, or to a new version.

Subschedule Copy can only be used to copy between versions of the same type. For example, a B version can be copied to another B version. The function will not work when copying from an A version to a B version.

When performing subschedule copy, remember to save data after each Map Data screen is changed. Each Map Data screen must be used for the copy to be successful. If necessary, contact the assigned OMB budget analyst for help with this procedure.

Tip *Copy a new version to use as the destination version prior to entering the subschedule copy screen.*

Using the Screen

Source Version - Open the version to be copied from, the source version.

Destination Version – Open the subschedule copy window and select the appropriate biennium, agency, and version to the information will be copied to, the destination version.

Screen Mode - Select the desired Screen Mode from the radio button list:

Narrative

Select the Narrative button to copy narratives. If copying narratives from the previous biennium, the R version should be used. Select the narratives to be copied and click the Save Data button.

Personal Services

Select the Personal Services button to copy payroll data. After selecting Personal Services, select (by checking the check box indicator on the left side of the screen) the specific payroll records to be copied. Use the Select All button to choose all records. Change any of the displayed information to reflect how the data should appear on the Destination Version then click the Save Data button.

<u>Subschedules</u>	Select the Subschedules button to copy information, including expenditure and funding information, if applicable. A Subschedules dialog box will appear listing the subschedules in the source version, click on the desired subschedule. A list of items contained in the subschedule will appear on the screen. Place a checkmark in the Copy column for each of the items to be copied. Then click the Save Data button. All info tab entries and funding and expenditures will copy to the destination version.
<u>Version Reorg</u>	Use this function to reorganize expenditure or request amounts from one reporting level or appropriation to another. Contact the assigned OMB budget analyst for assistance prior to using this function.

Map Data – The following items must be mapped in order to copy a subschedule: Year (Payroll only), Reporting Level, Lines, and Funds. Select each of the items listed and complete the associated mapping data on the screen. Save Data after completing each selection. Finish by returning to View Screen Mode.

Copy Mode - Select the desired Copy Mode from the radio button list:

<u>Append</u>	Will copy information to the Destination Version from the Source Version. If the same information already exists on the Destination Version, duplicate records may be created using this function.
<u>Delete</u>	Will delete all of the related information from the Destination Version and copy all records from the source version.
<u>Update</u>	Will update any existing information in the Destination Version with information from the Source Version. Information that isn't in the Destination Version will be added from the Source Version.

When all of the information has been selected, click **COPY** to copy all of the selected information to the Destination Version. If Personal Services was the selected Screen Mode, another option is to click **MOVE** to move all of the selected information from the Source Version to the Destination Version.

Default Funding

Default Funding Allocation Screen

Default Funding Allocation

Version: 2009-A-02-00108

Version | Reporting Level | Line | Object

Reporting Level: [Dropdown]

Object: [Dropdown] Fund: [Dropdown] Allocation Percentage: .00%

Update Insert Delete Undo Notepad Exit

Navigation

Log On => Preparation => Default Funding Maintenance

Purpose

The Default Funding Allocation function allows agencies to define a default funding source, or combination of funding sources, to be used to fund the entire agency, a reporting level within the agency, a line item, or a particular account code. If an agency uses multiple funding sources, this function may not be useful in the budget preparation process. However, if an agency uses a few funding sources, or has particular reporting levels, line items, or account codes that use only one funding source or that use a consistent mix of funding sources, this feature will be useful.

Using the Screen

Open the subschedule that requires a change in funding sources. Default funding can be applied to the entire agency, to a particular reporting level, or to a specific line. Select the desired tab and select the version, reporting level, or line where the different funding should be applied. Choose the Fund from the drop down box and the Allocation Percentage. Insert additional lines to total 100 percent allocation. Click Update.

The funding will be changed for the subschedule currently in use. This process must be completed for each subschedule where a funding change is necessary. The default funding options can be overwritten by entering new funding amounts in the subschedule.

Help

Navigation

Log On => Help

Purpose

Use the BARS Help system to get immediate information about BARS features and options. The Budget Manual drop down option provides the user detailed instructions regarding each subschedule screen and each BARS menu option. The About BARS drop down option provides information on the BARS application version being used.

Chapter Three: Getting Started

Chapter three helps an agency get started building the budget request by providing:

- A system overview to explain, in general terms, how data is collected in BARS.
- An overview of the steps involved in building the budget request, including the order in which subschedules should be completed.
- Specific instructions for completing:
 - The Fund Source Control screen
 - The Change Package Description screen
 - Cost to Continue adjustments
 - Operating adjustments
 - Capital Asset adjustments

System Overview

Certain subschedules are used to collect data for the major components of the budget (i.e., salaries and wages, operating expenses, capital projects, etc.). These subschedules “post” data to the Budget Request Summary subschedule. The term “post” refers to the process by which budget amounts entered in a subschedule are automatically transferred to the Budget Request Summary screen and become part of the budget request.

Other subschedules are used to collect supplementary information about the agency and its budget. These subschedules are used as support and documentation and, consequently, do not “post” budget amounts to the Budget Request Summary.

Subschedules that post budgetary information to the Budget Request Summary screen are:

- Operating Expenses
- Position Detail Data
- Capital Projects
- Extraordinary Repairs
- Other Capital Payments
- IT Equipment and Software Over \$5000
- Grants Summary

Subschedules that collect supplementary and supporting budgetary information are:

- Change Package Description
- Continuing Appropriations
- General Fund Collections
- IT Capture
- Narrative
- Lease Purchase Agreement
- Licensing, Regulation, and Inspection
- Special Fund Balance
- Telecommute Analysis

Overview of Steps Involved in Preparing a Budget Request

The sequence followed when using BARS is critical to the proper functioning of the system and the development of a budget request that is complete and free of errors. The correct sequence is listed below:

1. Review agency reporting level structure, as outlined in communications received from the assigned OMB budget analyst.
2. Discuss with the assigned OMB analyst any necessary changes to the reporting level structure. After changes are made, the reporting levels will be locked by OMB.

Tip *Do not create a version or enter any data until reporting levels are locked.*

3. BARS will be opened for use. Access BARS using the user name and password assigned by the system administrator. If a password is forgotten or needs the resetting, call the ITD Help Desk at 328-4470.
4. OMB will create a download (D) version. The download version will include previous biennium expenditures, annualized current biennium first year expenditures, current biennium budget (if entered in PeopleSoft), and payroll information. The data will be loaded from PeopleSoft financials and PeopleSoft payroll for those agencies utilizing the PeopleSoft system. For other agencies, payroll data will need to be copied from the previous biennium budget request or entered manually.
5. Create an agency (A) version by “Copying” the D version. The D version can be copied to either an accounting level version (designated with an A in the type column) or a budget level version (designated with a B in the type column). Select the roll-up copy option to create a budget level version.

Tip *Do not use the Create button on the bottom of the screen. Versions “Created” contain no download, expenditure, or salary data.*

6. Review downloaded expenditure data for the previous biennium (column 1 of the Budget Request Summary) and annualized first year data for the current biennium (column 2 of the Budget Request Summary), including funding sources by line item. Generating the CRO5R report will facilitate this review. Previous biennium data, column 1 of the Budget Request Summary, must agree with the final 2005–2007 NDS4911BB report.

Full-time equivalent (FTE) information is based on the Payroll subschedule and relates to the budget request biennium only. Consequently, previous biennium and current biennium authorized FTE information must be entered by reporting level on the Budget Request Summary screen. Refer to the [authorized FTE](#) table in the Appendix to ensure that previous and current biennium agency totals are correct.

7. Review current biennium appropriation amounts, including funding source by line item (column 4 of Budget Request Summary). If the download from PeopleSoft does not include budget information, these amounts must be entered manually.

The current biennium budget amounts should reconcile to the adjusted appropriation column on the NDS4310AA report. FTE counts should not include any positions approved by the Emergency Commission during the current biennium because those positions must be requested through a change package.

Salary account codes, along with the related funding, entered into column 4 will automatically post into column 5, which is used to calculate the cost to continue the current biennium payroll. BARS cannot identify funding sources for account codes included in special lines, so the expenditure account codes will post to column 5, but no funding amounts will post. For this reason, if the current appropriation includes any salaries account codes in special lines, column 5 will appear out of balance. In this case, funding for special line salary account codes must be manually entered in column 5.

8. Review the Fund Source Control window to determine if all necessary funding sources are available and if correct beginning balances have been entered for each special fund. All funds used in previous, current or budget biennium should be reflected within Fund Source Control. If special or federal fund sources need to be added, or beginning balances changed, the assigned OMB budget analyst must make those changes.
9. Create budget changes on the Change Package Description subschedule. See the chart later in this chapter for types of changes.
10. Complete the IT Plan subschedule.
11. Review the Position Detail Data subschedule and enter proposed changes. (See Chapter 4 – Payroll.)

12. Check “complete” on Position Detail Data subschedule indicator on the Budget Request Checklist to post the data to the Budget Request Summary and IT Capture.
13. Review cost to continue adjustments calculated for payroll. Payroll costs to continue cannot be entered manually and may not be edited after being calculated by BARS. Enter other cost to continue adjustments in the appropriate subschedule.
14. Complete all subschedules except Special Fund Balance.

Tip *All applicable budget request data must be entered in the posting subschedules, not directly in the budget request summary screen. Click “Complete” on each subschedule to post data to the budget request summary.*

15. Check “complete” on the Budget Request Summary indicator on the Budget Request Checklist screen to post data to the Special Fund Balance subschedule.
16. Complete the Special Fund Balance subschedule.
17. Review the budget request to ensure that it is complete and that funding and expenditures balance.
18. Run the SRO6 and CRVA reports to identify any outstanding validation issues that must be corrected prior to submitting the budget.
19. Click the Submit button located on the Version Control screen.

Fund Source Control

Fund Source Control Screen

Fund No	Fund Type	Fund Desc	Line ID	Enabled	Lock	CFDA No	Managing Dept No	Control Agent
211	Spec	STATE FIRE AND TORNADO FUND	SPEC	✓	□			✓
218	Spec	HEART BUTTE FUND 720F	SPEC	□	□			✓
237	Spec	INDIGENT CIVIL LEGAL SVCS FUND-237	SPEC	✓	□			✓
251	Spec	CAPITAL GROUNDS PLANNING FUND 251	SPEC	✓	□			✓
275	Spec	RISK MANAGEMENT WORKERS'S COMP FL	SPEC	✓	□			✓
288	Spec	STATE RISK MANAGEMENT FUND 288	SPEC	✓	□			✓
298	Spec	OMB Debt Financing Fund	SPEC	✓	□			□
301	Spec	OMB-FACILITY MANAGEMENT 301	SPEC	□	□			✓
319	Spec	CENTRAL PERSONNEL DIVISION FUND 319	SPEC	□	□			✓
373	Spec	RADIO COMMUNICATIONS FUND 506F	SPEC	□	□			□
394	Spec	HABITAT RESTORATION 720F	SPEC	□	□			✓
407	Spec	TOBACCO SETTLEMENT TRUST FUND 407	SPEC	✓	□			✓
432	Spec	PERMANENT OIL TAX TRUST FUND 432	SPEC	✓	□			✓

Navigation

Log On => Administration => Admin Tables => Fund Source Control

Purpose

To define the special and federal funding sources available statewide and for each specific agency.

Using the Screen

Statewide funds will appear as the default when entering the screen. Click the radio button labeled Business Unit and select the correct agency number from the drop down in order to view funds available for the agency. Review the special fund list for completeness, keeping in mind the need to encompass a three-biennium period including the budget request biennium. Contact the assigned OMB analyst to modify the fund list.

After selecting a specific fund, click the Fund Balance Maintenance button to view the beginning fund balance for the current biennium. Contact the assigned OMB analyst to modify a beginning fund balance.

Fund Balance Maintenance

Fund Source No 288
Fund Descr: STATE RISK MANAGEMENT FUND 110F

Dedicated ☐ **Carry** ☐ **Carry Amt** **Carry Max Amt** **Lapse** ☐ **Check Other** ☐ **Appropriated** ☐

Fund Balance

Validation

Fund Balance ☒ **Mandatory Transaction** ☒ **Allow Zero Balance** ☒ **Allow Neg. Start Balance** ☐ **Allow Neg. End Balance** ☐

Transaction Setup

Allow Transfers **B Transfer Both** ☒ **Show Agency Transfers** ☒ **Show Agency Detail** ☒ **Show Remote Transfers** ☒ **Show Remote Detail** ☐

Prior Balance

Prior Balance Amount **Version** **Update Prior Balance**

Update **Undo** **Exit**

Change Package Description

Change Package Description Screen

Change Package Narrative: All Change Packages

Agency OFFICE OF ADMINISTRATIVE HEARINGS **Version** 2009-W-01-00140

Group	Type	Change No	Change Description
A	A	1	Base Budget Changes
Priority	1	Include <input checked="" type="checkbox"/>	Onetime <input type="checkbox"/>
		Print Ind <input type="checkbox"/>	
A	B	2	One Time Base Budget Adjustment
Priority	2	Include <input checked="" type="checkbox"/>	Onetime <input type="checkbox"/>
		Print Ind <input type="checkbox"/>	
A	C	3	Optional Operating Adjustment
Priority	1	Include <input checked="" type="checkbox"/>	Onetime <input type="checkbox"/>
		Print Ind <input type="checkbox"/>	

Update **Insert** **Delete** **Undo** **Narrative** **Exit**

Navigation

Log On => Preparation => Budget Request Checklist => Change Package Description

Purpose

To define the change packages to be used in preparing the budget request.

Using the Screen

A change package is used to remove current biennium one-time and capital asset appropriations, to enter cost to continue entries authorized by OMB, and to enter any difference between the current biennium appropriation and the amount to be included in the agency's base budget request for each account code and funding source. Amounts included in the optional budget request will also be entered as a change package. Any budget change entered will be available for use in all reporting levels within the agency.

Change Package Group and Type

All agency changes regardless of type are Group A. Budget changes are organized into seven categories, or types:

Type A = Base budget changes to be included in the base request.

Type B = Base budget one-time requests.

Type C = Optional change included in the optional request.

Type D = Optional one-time change to be included in the optional request.

Type E = Remove prior biennium one-time items.

Type F = Remove capital asset appropriations.

Type G = Approved cost to continue adjustments.

Within the subschedules, dollar amounts must be entered into the appropriate columns based on the type of change, as shown in the following table.

<i>Change Package Types</i>	<i>Cost to Continue Column</i>	<i>Base Changes Column</i>	<i>Optional Request Column</i>
Remove one-time items	AE		
Remove capital assets	AF		
Add cost to continue amounts	AG		
Base changes		AA	
One-time base changes		AB	
Optional changes			AC
One-time optional changes			AD
<i>Used only by OMB</i>			
OMB Recommendations		RA	
One-time OMB Recommendations		RB	

Change Package Number and Priority

After the budget change is created and saved, all fields can be modified except the group, type, and change number.

Tip *Values in the change number field can be assigned and sequenced as determined appropriate, but cannot be changed after the entry is saved.*

Make sure the priority number reflects the agency's actual priority listing for this change package. Sequence priority numbers separately for base and optional change packages. Use priority 1 for all cost to continue changes. **The priority field should be completed for all change packages.** Create as many change packages as necessary to adequately identify agency priorities.

Change Package Title, Description, and Narrative

The change package description window includes a title field to accommodate a title for each change package. The window also includes a short description field and a narrative button that opens a narrative window. The short description field is not required. If used, please include only a short summary statement. Use the narrative window to enter a detailed description and justification for each change package. The title and the narrative field are required fields that must be completed for each change package. **One-Time indicator and Print boxes are not used.**

Tip *Do not include symbols or special characters such as &, or hyphens, in budget change titles, descriptions, or narratives.*

Tip *Do not repeat the same information in the short description and the narrative. Budget Change Narrative reports print the title, short description and narrative as a paragraph for each budget change.*

Deleting Budget Change Packages

If a change package must be deleted, all associated dollars must first be **zeroed out** of the change package in each reporting level. **Click Complete on the Budget Request Checklist prior to deleting any associated lines that were inserted.** This must be done through the subschedule used to enter the data. If a change package is deleted without first removing the dollars and checking Complete, the associated amounts will not be deleted from the database and the budget will not pass validation.

Tip *Do not use the same change package to enter amounts in both the base and optional request.*

Cost to Continue

Cost to continue adjustments are incorporated into BARS to allow agencies an opportunity to display the cost of continuing existing programs, services, and staffing. Although not all cost increases are reflected in the cost to continue columns, certain costs of interest to policy makers and other budget users are noted (i.e., increased payroll costs relating to the continuation of previously authorized salary increases, changing grant costs relating to changes in the number of recipients, changing operating costs due to one time or phased projects, etc.). The assigned OMB budget analyst will communicate the specific cost to continue adjustments authorized for each agency in the base budget limit letter.

Salaries and Wages

Cost to continue adjustments for salaries and wages are calculated by BARS when the pay plan is marked “complete.” This feature of BARS allows budget users to see the cost of continuing salary levels already in effect and avoids the need to show such amounts as a budget change.

Biennial payroll costs from the Position Detail Data subschedule are posted to column 6 of the Budget Request Summary. Column 7 of the Budget Request Summary is the automatically calculated budget adjustment necessary to continue current biennium payroll. This calculation will occur when the Position Detail Data subschedule is marked complete.

Tip *The pay plan should not be marked complete until After the current biennium budget is spread for all salary objects.*

In order for this calculation to be made, the downloaded pay plan must be reviewed and modified to reflect the payroll level that will be in effect as of the end of the current biennium. Because the pay plan for most agencies is based on data downloaded from PeopleSoft payroll, downloaded payroll data will only reflect positions filled as of the download date. Positions may need to be added, salary amounts updated, and temporary, overtime, and shift differential amounts inserted.

Specific instructions relating to the position detail data subschedule are contained in Chapter 4.

Operating Expenses

Cost to continue adjustments affecting operating must be entered in a separate change package in the Operating Expenses subschedule. If there are authorized adjustment amounts, the amounts will be provided by OMB. Do not make any cost to continue adjustments to operating expenses unless directed to do so by OMB. Normal inflationary increases and other adjustments affecting operating expenses will be entered using the budget changes function.

Capital Assets

Cost to continue adjustments affecting capital assets (which includes capital projects, extraordinary repairs, other capital payments, equipment over \$5,000, and IT equipment over \$5,000) generally involve removing the current biennium appropriation amount. OMB will provide adjustment amounts. These adjustments are entered as a separate change package in the appropriate capital assets subschedule.

Although extraordinary repairs funding (that was not a one-time amount) included in the current biennium appropriation was not removed to calculate the base budget amount, this funding must be removed in the Cost to Continue Adjustments column of the extraordinary repairs subschedule. Amounts to be requested in the base or optional budget must be requested as a budget change.

Grants

Cost to continue adjustments affecting grants are entered in a separate change package within the grants subschedule. OMB will provide adjustment amounts.

Chapter Four: Salary Budget Instructions

BARS is a standardized software used by numerous states. The screens used to prepare the salary and wage section of the budget include columns and fields that are not used in the preparation of the North Dakota budget request. The instructions will note these specific areas and users should not input or change data in these fields.

Position salary and fringe related information is based on a download from the PeopleSoft payroll system.

A summary of the windows and tabs used to view and prepare the total salaries budget request is presented below.

Budget Checklist Screen

Position Detail Data – By checking Complete, the system will recalculate and allocate the total salary and benefits for the agency. The salary and benefits amounts will be posted to each reporting level in the budget request.

Position Information

Position Data tab – Provides a list of each employee by name, position number, and position type. Each employee is listed twice, once for each fiscal year of the biennium. This screen is used to update employee information. It is also used to add new FTE or to unfund present positions.

Calculation Info tab – Used to view, update, and enter specific data for an individual employee position such as classification code, retirement program, salary level, pay type, and other fringe benefits.

Benefit Calculation tab – Used to view the resulting salary and benefits amounts based on the information entered on the Calculation Information tab.

Allocation tab – Used to specify the reporting levels and funding sources for each position.

Position Data

Position Data Screen

The screenshot shows the 'Position Information' window with the 'Position Data' tab selected. The window title is 'Position Information' and the version is '2005-A-01-00602'. The search criteria are '6000 MARKETING'. The table below shows the data for the year 2006.

Year	Pos No	Pos Seq No	Pos Type Cd	Emp ID	Name	Anniv Date	Longevity	Date
2006	00006337	1	R - R	P666666666	Kidmann, Nick	02/04/1998	00/00/0000	00/00/0
2005	00006337	1	R - R	P888888888	Gibson, Mel	02/04/1998	00/00/0000	00/00/0
2005	00006317	1	R - R	P555555555	Roberts, Joel	11/26/2001	00/00/0000	00/00/0
2006	00006317	1	R - R	P444444444	Fickle, Saul	11/26/2001	00/00/0000	00/00/0
2005	00006345	1	R - R	P222222222	Kline, Patsy	10/15/2003	00/00/0000	00/00/0
2006	00006345	1	R - R	P777777777	Rocken, Raul	10/15/2003	00/00/0000	00/00/0

Buttons at the bottom: Update, Insert, Delete, Undo, Notepad, Exit.

Navigation

Log on=>Preparation=>Position Data Maintenance=>Position Information=>Position Data tab

or

Budget Request Checklist=>Position Detail Data=>Position Data tab

Purpose

Add, delete and change employee name, position number, identification number, and position type. This screen is also used to add new FTE that are being requested or to report positions that are unfunded in the budget request. Vacant positions are not included in the payroll download, and need to be added to the position data list. A line of data must be completed for each year of the biennium.

General Information

Before updating the Position Data, note the following:

- Emergency Commission and Budget Section approved positions continuing into the next biennium must be requested as new positions and requested through a Budget Change Package.

- New employees, additional temporary, overtime or shift differential dollars, and other salary changes that will increase or decrease the budget request must be documented and requested through a Budget Change Package.
- The positions on the Position Data screen may be sorted according to the user's preference by clicking on the corresponding column heading.
- The system rounds if more than two decimal places are used.
- Temporary, overtime, board member, shift differential, pooled and equity adjustment are not included in the position data download. These position types must be added. A separate position should be set up for each reporting level in which temporary, overtime, shift differential, equity adjustment, and pooled positions are used. Multiple temporary, overtime, pooled, or shift differential positions may be in one reporting level as Temp1, Temp2, Overtime1, Overtime2, etc.
- For shared positions, the total FTE must not exceed 100 percent.
- If an employee is being paid from more than one reporting level, the total must not exceed 100 percent. The percent can only be entered up to two decimal places.
- The only agencies that may use "Pooled" positions are components of North Dakota University System.
- If funding allocation for salary increases is different than regular salary, the allocations must each equal 100 percent.

Using the Screen

Select the desired Reporting Level from the drop down list. To view a list of all agency positions, go to the drop down list and click in the blank space directly above the first reporting level title.

Click Insert to add a new record, or click on an existing record, to make changes to the present data.

Review Position Information for Accuracy

Position Number	Same as the number used in PeopleSoft payroll.
Position Type	F – Faculty and L – Pooled are only used by components of the North Dakota University System. O – Overtime P – Permanent Employees – Not used by North Dakota R – Regular Employee – The code for permanent employees used by North Dakota. B – Board Member – Board Members will have to be added to the position data. Board Members are not included in the payroll download.

W – Resident Worker used only by State Hospital and Veterans’ Home, etc. Resident workers will have to be added and are not included in the payroll download.

S – Shift Differential – Code is used by agencies for shift work compensation, such as the Mill and Elevator.

T – Temporary – All temporary positions will need to be added. Temporary positions are not included in the download information from the PeopleSoft payroll.

E – Equity Adjustment – Code is used by agencies to add a pool of funds.

U – Underfunded Salary – Code is used by agencies to underfund the salary plan in anticipation of savings related to vacancies and turnover.

X – Executive Budget Adjustment – To be used by OMB only.

Employee ID No.	This is the PeopleSoft employee ID number. Enter “0” for vacant positions, which will automatically insert “Vacant” in the Name field.
Employee Name	Use “Vacant” for an authorized position that is not filled at the time of budget preparation.
Unused Fields	Some fields are not used by ND. Scroll to the right of the screen. The columns labeled Anniversary, Longevity, Date 2, Date 3, Qualified B, and Qualified C are not applicable to North Dakota and will not be used by agencies in preparation of their budget.
Unfunded	Select “0-Funded” for funded positions and “1-Unfunded-Do Not Post” for unfunded positions. Do not mark a position as unfunded if the position is part of an optional request. Do not use “2 – Unfunded – Post” (this option is not used by North Dakota).
Com Incr Ind	The compute increase indicator is automatically checked for each employee position. A check mark in this column means that the position is set to receive any statewide compensation increase that is recommended. Uncheck the box if a position should be excluded from the increase, such as in the case of board members and temporary positions.
New FTE	Place a check mark in this field if the position is a new position for the agency.

Once an employee record is complete, click Update at the bottom of the screen to save the data.

Add an Existing Agency Position

Select the reporting level, and click Insert. The year field will populate with the first year of the next biennium. Enter the position information in each of the required fields and tab off. Update when the record is complete. Click Insert to add the position for the second year of the biennium. Click the Year field and enter the second year of the biennium. Tab off and continue to enter the position information as done for the first year. Update the record when complete.

Add a Record for a New FTE

Click Insert. The Year field will populate with the first year of the biennium. Tab to the Position Number field and enter a position number. The number should be the next in the sequence of position numbers used by the agency. Leave the Employee ID field at “0”, and the Employee name will be displayed as “Vacant”. Scroll to the far right of the window and if appropriate, click the Compute Increase Indicator box. Tab to the New FTE field and click or use the space bar to display a checkmark. Update the record when complete. Click Insert to add the position information for the second year of the biennium. Enter the second year of the biennium in the Year field, tab off, and continue to enter the position information as done for the first year. Update the record when complete.

Add a Board Member

Board Members can be added one of three ways:

1. Click Insert and input a specific position number for each member and insert the Board Member’s Employee ID and Name.
2. Click Insert and input Board Member 1, Board Member 2, etc. in the Position No, Employee ID, and Name fields.
3. Use one entry for the biennium, or one entry per year, for all board member compensation. To accomplish this, enter the words “Board Member” in each of the fields, and enter a total amount for the salaries for all members.

Tip *If one position is split between two or more reporting levels, enter one position number and allocate that position, using the Allocation tab, to the appropriate reporting levels.*

Temporary Employees, Shift Differential, Overtime and Equity pools

If an agency has multiple temporary employees, shift differential, overtime and equity pools, each should be identified in the Position Number and Employee Identification Number fields with a sequentially numbered title such as Temp 1, Temp 2, and Overtime

1 and Overtime 2. Zero “0” should not be used in the employee identification number field for these Position Types. The system will automatically complete the Name field with the same title as the Position and Employee Identification numbers.

Temporary	Budget for temporary positions using the position type “T - Temporary.” Type “Temp” in the position number column. On the Calculation Info tab select the standard fringe rate. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency’s FTE total.
Board Member	Budget for board member compensation using the position type “B – Board members.” Budget for board member compensation using a lump sum for all board members, or enter individual board members. On the Calculation Info tab select the standard fringe rate. Select Class Code 9006. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly; however, the FTE will not be added to the agency’s FTE total.
Resident worker	Budget for residents who are paid for hours worked. This position code is applicable only for the Veterans’ Home and the State Hospital. On the Calculation Info tab select the standard fringe rate. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency’s FTE total.
Equity Adjustment	Use position type “E – Equity Adjustment” on the Position Data screen for salary equity increases. Do not check the compute increase indicator checkbox. On the Calculation Info screen, leave benefit fields blank. Select Class Code “9998.” Enter “1” in the FTE field, “annual” in the Pay Type field, and “0” in the Rate field. Enter the total biennial cost of the equity adjustment, along with any associated fringe benefit costs, in the Lump Sum Amount field. Enter “Equity,” or a similar short description, in the Lump Sum Description field.

Tip

Salary Equity adjustments will not be displayed on the CR02 reports because that report does not include lump sum amounts.

- Underfund Salary** Use position type “U - Underfund Salary” to reduce the salary budget by a lump sum amount as discussed with the assigned budget analyst. Do not check the compute increase indicator checkbox. On the Calculation Info screen, leave benefit fields blank. Select Class Code “9998.” Enter “1” in the FTE field, “annual” in the Pay Type field, and “0” in the Rate field. Enter the total biennial cost of the underfunded share of salary, along with any associated fringe benefit costs, as a negative number, in the Lump Sum Amount field. Enter “Underfund Salary,” or a similar short description, in the Lump Sum Description field.
- Executive Budget Adjustment** The position type “X – Executive Budget Adjustment” is for OMB use only.

Calculation Information

Calculation Information Screen

The screenshot shows the 'Calculation Information' screen in the BARS system. The window title is 'BARS - spaulson/cdd3/B/M/2005A0100101'. The menu bar includes File, Administration, Preparation, Reporting, Publications, Window, and Help. The toolbar has buttons for Version (2), Windows (2), Budget Request Summary, Capital Assets, Change Package Description, Continuing Appropriations, and Equipment Over \$500. The main window has tabs for Position Data, Calculation Info, Benefit Calculations, and Allocation. The 'Calculation Info' tab is selected, showing data for Version 2005A0100101, Pos No 00000001, Pos Seq No 1, Year 2005, and Name Lewis Clark. The screen is divided into several sections: HEALTH (HLTH / 10101 / / /), FICA (FICA / / / / FIC), RETIREMENT (RET / 70104 / / /), UNEMP (UNEMP / / / /), WORKER'S COMP (WKCOMP / 0003 / / /), MEDICARE (MEDI / / / / Me), STANDARD FRINGE, LIFE INSURANCE (LIFE / / / / Life), and ASSISTANCE PR. Below these are fields for Class (CL0001 - 2 -), Step, FTE (1.00), Pay Type (Monthly), Rate (2,400.00), Duration (12), Salary Amt (28,900), and Salary Increase (0). There are also date fields for Start Dt, End Dt, Date 1 through Date 5, all set to 00/00/0000. On the right, there are fields for Bud Chg, Pos Sub Sched Ind, Sub Sched No, Pysl Ind, Lump Sum Amt, Lump Sum Descr, Seasonal Begin Month, and Teacher Contract Days. At the bottom, there are buttons for Update, Insert, Delete, Undo, Notepad, and Exit.

Navigation

Log on=>Preparation=>Position Data Maintenance=>Position Information=>Calculation Information

Purpose

The Calculation Info tab is used to enter individual position data, such as health insurance, FICA, unemployment, and workers compensation codes. The data in BARS is based on the month of the download from the PeopleSoft payroll system.

Using the Screen

Indicate with the cursor an employee record on the Position Data screen. Click on the Calculation Info tab to get to the calculation screen. The salary and benefit information is displayed in each field for that particular position. If a new record has been added the fields will be blank.

Completing Upper Half of Screen—Fringe Benefits

The upper half of the window includes the fringe benefit fields of Health, FICA, Retirement, Unemployment, Workers Compensation, Medicare, Life Insurance and Employee Assistance.

Refer to the Appendix for the list of [Fringe Benefit Codes](#).

Review each position to make certain the benefit information is accurate and current. To make changes, click on the selection in the drop down next to each field. Tab to the next field.

The blank fields following Employee Assistance should be bypassed by tabbing. These fields are available for future modifications to benefits and are not utilized at this time.

Tip *The Standard Fringe field is used for Temporary Employees, Resident Worker, Board Member and Pooled positions only.
If this field is used, the other fringe benefit fields should remain blank.*

Completing Lower Half of Screen

The lower half of the window contains the Position Classification code, FTE, Pay Type, Rate of Pay, and Duration. Review the information for accuracy. Make changes by clicking on the specific field, enter the correct value, and then tab to the next field.

Class	Refer to the Appendix for a list of Job Class Codes .
Step	The Step field is not used by North Dakota.
FTE	For positions less than one FTE, enter the pay rate that would apply if the position were a full FTE. For example, if a .5 FTE is paid \$1,000 per month, enter the FTE at .5, enter the Pay Type as monthly, enter the Rate as \$2,000, and the Duration as 12 (months per year). BARS will use the FTE percentage, the rate, and the duration to calculate the correct salary amount.
Pay Type & Duration	The duration will default to 12 for monthly pay type and 2080 for hourly pay type. Contact the assigned budget analyst prior to changing these numbers.
Unused Fields	Start and End Date, Date 1 through 5, are not used. No entries should be made in these fields.
Bud Chg	The Budget Change field must be used for all new positions that will result in an increase or decrease from the present budget.

IT Positions

Pos Sub Sched Ind IT positions are identified by using the Position Subschedule field. If a position is designated as an IT Position, the entire 1.0 FTE salary amount will post to the IT Plan. The Position Subschedule and Subschedule Number fields cannot be completed until IT projects have been entered and saved in the IT Capture section. Tab to the Position Subschedule Indicator field for IT employees. Select IT Position from the drop down box and tab to the Subschedule Number field. Select from the drop down list either infrastructure or the particular project that applies to the salary and benefits for this FTE. BARS will use these indicators to post the salaries and wages associated with this position to the appropriate IT Project or IT Infrastructure. This posting will take place upon completion of the payroll subschedule. The Payroll Indicator field will display an "A". No changes should be made to this field.

Lump Sum Payments

Lump Sum Amt Tab to the Lump Sum Amount field and enter the amount of the lump sum payment for this position.

Lump Sum Descr Type an abbreviated description such as Retirement or bonus.

Tip *Budget changes should be entered for both years of the biennium for each position.*

Benefit Calculation

Benefit Calculation Screen

BARS - spaulson/cdd3/B/M/2005A0100101

File - Administration Preparation Reporting Publications - Window Help

Version (2) Windows (2) Budget Request Summary Capital Assets Change Package Description Continuing Appropriations Equipment Over \$50,000

Position Information

Position Data Calculation Info Benefit Calculations Allocation Version 2005-A-01-00101

Version	2005A0100101	Pos No	00000001	Pos Seq No	1	Year	2005	Name	Lewis Clark
						Salary Increase	0	Salary Retro Increase	0
HEALTH		5,864	HEALTH Increase	0	HEALTH Retro Increase	0			
FICA		1,786	FICA Increase	0	FICA Retro Increase	0			
RETIREMENT		2,627	RETIREMENT Increase	0	RETIREMENT Retro Increase	0			
UNEMP		60	UNEMP Increase	0	UNEMP Retro Increase	0			
WORKER'S COMP		419	WORKER'S COMP Increase	0	WORKER'S COMP Retro Increase	0			
MEDICARE		418	MEDICARE Increase	0	MEDICARE Retro Increase	0			
STANDARD FRINGE		0	STANDARD FRINGE Increase	0	STANDARD FRINGE Retro Increase	0			
LIFE INSURANCE		3	LIFE INSURANCE Increase	0	LIFE INSURANCE Retro Increase	0			
EMP ASSISTANCE P		0	EMP ASSISTANCE PROG Increa	0	EMP ASSISTANCE PROG Retro Increa	0			
		0		0		0			
		0	Increase	0	Retro Increase	0			
		0		0		0			
		0		0		0			
		0		0		0			
Total		11,177	Total Increase	0	Total Retro Increase	0			

Update Insert Delete Undo Notepad Edit

Done!

Navigation

LogOn=>Preparation=>PositionDataMaintenance=>PositionInformation=>Benefit Calculations

Purpose

This is a **view only screen** that provides an itemized list, per employee position, of fringe benefits calculations. Users cannot make entries on this screen.

Allocation Tab

Allocation Screen

Navigation

LogOn=>Preparation=>PositionDataMaintenance=>PositionInformation=>Allocation

Purpose

To allocate the salary of the selected position to reporting levels and specific funding sources.

Using the Screen

Go to the Reporting Level field and select from the drop down list, the reporting level that will be used to begin the allocation of salary.

Tip

The Version, Position No., Position Sequence Number, Year and Employee Name are displayed at the top of the screen to assist users. Review this information to ensure that the correct position is open before entering allocation data.

Tip *For existing positions, the information displayed in each of the fields is based on the allocation used in the PeopleSoft payroll download. If the data is the same as the allocation method for the next biennium, no entries are required on the screen.*

Tip *The selections on the bottom left hand side of the screen allow an agency to Update (Save), Insert a new allocation line, Delete an allocation line, and Undo an entry or line, and use Notepad for commentary.*

If allocation changes are required, tab from the Reporting Level field to the Fund field. The drop down box will provide the choices of General Fund 001, specific Special Funds used by an agency, and Federal Funds listed by individual grant numbers. If a fund is missing from the selection, contact the assigned budget analyst.

Make a selection from the choices, tab to the Allocation Percent field. Enter the percentage of the salary that will be charged to the fund identified in the Fund field.

Tab to the Payroll Line field. Choose, from the drop down box, the appropriation line item that will be used to budget the salary expenses. In most cases this is 10 - Salary and Wages; however, some agencies budget salaries to special line appropriations.

The Increase Indicator field should remain blank in most cases. When the funding allocation for the executive salary increase is different than for the base salary, insert a new line. Press the space bar to place a checkmark in the field indicating that these allocations should be used for salary increases.

Save the data by using the Update button.

If additional allocations are required, use the Insert button. Follow the same process as described above until total percent reaches the level desired for this reporting level. Repeat this process for the second year of the biennium.

Tip *If a position needs to be moved from one reporting level to another, simply change the reporting level for that individual on the Allocation tab rather than deleting and creating a new position on the Position Data tab. Remember to update the allocation for each year of the biennium.*

Salary Increase

Salary Increase Screen

Salary Increase

Version 2009-A-02-00321

Class Code ☐ Include Class Code ☐ Exclude Class Code

	Start Month	Flat	Condition	Percentage	Start Salary Range	End Salary Range
Year 1	<input type="text"/>	<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
Year 2	<input type="text"/>	<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
<input checked="" type="checkbox"/> Include Year 1 Increase		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0
<input checked="" type="checkbox"/> Prorate Salary Increase		<input type="text"/> 0	<input type="text"/>	0.0000	<input type="text"/> 0	<input type="text"/> 0

☐ Calculate Retroactive Increase ☐ Apply To Year 1 Increase

Months 1 0 0.0000 0 0

Apply Salary Increase To

☒ Increase Allocation ☐ Salary Allocation ☒ Version ☐ Statewide

Update Notepad Exit

Navigation

Log on=>Preparation=>Position Data Maintenance=>Salary Increase

Purpose

This screen can be used to run various salary increase scenarios for an entire agency and apply increases to all or select groups of agency positions.

Using the Screen

Class Code

The Class Code section of the screen, with the Include and Exclude indicators, should be left blank if the salary increase is to apply to all positions. However, if the scenario is based on increases for a specific employee classification, select the code from the Class Code drop down and check the Exclude or Include indicator as appropriate for this particular scenario.

Year

Select from the drop down list the Month and Year for which the salary increase should become effective.

Flat, Condition, Percentage

Enter a flat dollar amount, such as \$100 or enter a percentage such as .04, or enter increases for a range of salaries. The Condition column can be set to apply the flat rate before or after the percentage. Selecting “or” will apply the greater of the two.

Include Year 1 Increase

A check in the Include Year 1 increase means that the base upon which the Year 2 salary increase will be applied includes the Year 1 salary increase.

Prorate Salary Increase

When running salary scenarios with a flat rate, this option will prorate the increase for positions that are less than 1.0 FTE.

Apply Salary Increase To

When running salary scenarios, by selecting the Increase Allocation box, the increase will be applied to the expenditure accounts of Salary Increase 599110 and Benefit Increase 599160. These amounts will be identified separately on the Budget Request Summary.

**Important
Note**

The budget version “submitted” to OMB cannot include any amounts in the following expenditure accounts:

<i>599110</i>	<i>Salary Increase</i>
<i>599160</i>	<i>Benefit Increase</i>

These account codes are used in the executive recommendation for the compensation package.

Funding Reallocation

Funding Reallocation Screen

Navigation

Preparation=>Position Data Maintenance=>Funding Reallocation

Purpose

To perform reallocation of position within a selected reporting level.

Using the Screen

Go to Preparation in the main menu, select Position Data Maintenance then select Funding Reallocation from the drop down list.

Select the Reporting Level from the drop down.

Select Year 1 or Year 2 from the radio buttons above the Reporting Level field.

Tab to Payroll Line and make a selection from the drop down list. Once this selection is made, the allocation method currently in the system will be displayed on the left side of the screen.

Click Insert and a Fund field, Allocation Percent and Increase Indicator will appear on the right side of the screen.

Select the new Fund from the drop down list. Tab to the Allocation Percent Field and enter the appropriate percent. Keep in mind that the total of the new percentages must equal 100 percent. If the funding source for salary increases is different, insert an additional line with the appropriate funding source and check the Increase Indicator box. Those sources will also have to equal 100 percent.

Continue this same process until the new allocation method is complete.

When finished with the record, click Update to save, Undo to undo changes, Delete to delete the selected record or Exit to return to the prior window. Notepad can be used to enter notes about the record.

Chapter Five: Budget Request Summary

Chapter five serves as a guide through the process of using the Budget Request Summary screen. The Budget Request Summary screen is used to:

- Summarize all budget data entered in various subschedules.
- Enter prior and current biennium expenditure and funding data for all lines.

Budget Request Summary

Budget Request Summary Screen

Navigation

Log On => Preparation => Budget Request Checklist => Budget Request Summary

Purpose

The Budget Request Summary screen provides the historical data, budget changes information, and budget request for each reporting level.

General Information

Several screens are involved in preparing the budget request summary. Amounts entered in “posting” subschedules (operating expenses, capital projects, extraordinary repairs, other capital payments, position detail data, equipment over \$5,000, IT equipment and software over \$5,000, and grants) post to the budget request summary once each subschedule is checked to complete on the Budget Request Checklist.

Tip *Other than adjusting 2005-07 actual expenditures and the 2007-09 appropriation and estimated expenditures, no other data is entered directly into the Budget Request Summary screen.*

Prior biennium (column 1), first year expenditures (column 2), and current biennium appropriation (column 4) columns are downloaded from PeopleSoft. If the download month is prior to the close of the first year of the biennium, salaries and operating expenditures are annualized. Other account codes use actual expenses as of the download month. If the current biennium budget was not spread in PeopleSoft, the download will not contain this information. Consequently, in such a case, the current biennium appropriation amounts by account code and funding source will need to be entered manually.

Using the Screen

The Budget Request Summary screen consists of 18 columns, each with unique functions, as described below:

Column 1 – 2005-07 Biennium Expenditures shows complete prior biennium expenditures, by account code, line item, and funding source. These amounts should be part of the download version used to create the first working version in BARS. However, these amounts should be checked and modified as necessary to accurately reflect historical expenditures.

Tip *Actual expenditures for the 2005-07 biennium should reconcile to the 6/30/07 NDS4911-BB report dated 7/31/07.*

Column 2 – 2007-09 First Year Expenditures shows annualized expenditures for the first year of the current biennium. These amounts should be part of the download version used to create the first working version in BARS. However, due to the actual timing of certain expenditures and the timing of the download version, annualized expenditures may not accurately represent anticipated fiscal year expenditures for a particular account code, line item, or funding source. Adjust these amounts as necessary.

Column 3 – 2007-09 Biennium Balance shows the remaining unexpended balance by account code for the current biennium. This is a calculated column based on the annualized amounts in column 2 and the amounts entered in column 4, as explained below.

Column 4 – 2007-09 Biennium Appropriation reflects the appropriated budget for the current biennium. Amounts in this column should be part of the download version used to create the first working version in BARS. However, if the agency's budget has not been spread in PeopleSoft, this column will be empty in the download version. In that case, these amounts will need to be entered manually by account code and funding source. These numbers will be closely scrutinized throughout the budget process and serve as the base for any budget changes requested for the upcoming biennium. For this reason, care should be taken in entering these numbers. **Make sure that in total, the amounts entered in column 4 tie to the PeopleSoft Appropriation Status Report (Current Appropriation column NDS4310AA) for each line item and major funding source category.**

Important**Note**

To enter data in the budget request summary screen, select the appropriate reporting level. Click the “Detail” button to enter account code or funding source detail for columns 1, 2, 4, or 5.

Select Funding or Expenditures from the Object Type drop down. Select the appropriate Line Item from the drop down list. Click on the appropriate cell to edit existing data or click the “Insert” button to enter a new account code or funding source.

Column 5 – Current Biennium Appropriation (payroll only) is used to show the current biennium appropriation for payroll. Most column 5 amounts will be filled in automatically by BARS as column 4 is updated. However, if any salary objects are budgeted under special lines, the expenditures and funding for column 5 may not balance. This is due to the fact that the funding sources for salaries objects that are part of a special line are not specifically identified and must be manually entered.

Column 6 – Payroll from Subschedule will be populated upon checking Complete on the position detail data subschedule. Column 6 represents the biennial cost of payroll for all existing positions included in the budget request. It does not include the cost of any new positions or existing positions assigned to an optional change package.

Column 7 - Cost to Continue Payroll will be calculated by BARS based on amounts contained in columns 5 and 6. Column 7 shows the cost to continue (the increase over the current biennium appropriation) the salary level in effect as of the end of the current biennium. Consequently, the cost to continue any salary increases given during the biennium, the cost to continue any new positions that were phased in during the current biennium, as well as other costs incurred to continue the current payroll will be identified in column 7, eliminating the need to explain these items in a budget change.

Column 8 – Cost to Continue Adjustments is populated upon checking Complete on the Operating Expense, Capital Assets, and Grants subschedules. The assigned OMB budget analyst will provide these authorized adjustments. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

Column 9 – Cost to Continue Base Operations is a calculated column that reflects the total of columns 5 (current biennium), 7 (cost to continue payroll), and 8 (cost to continue adjustments). This column reflects the cost to continue an agency’s current operations for the budget request biennium, based on the cost to continue adjustments provided by OMB and the cost of maintaining the existing pay plan. Requested budget changes are changes from the base level reflected in this column.

Column 10 – 2009-11 Base Budget Changes reflects all base budget changes from the current base (column 9) that were entered on posting subschedules. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

Column 11 – 2009-11 Budget Request shows the agency's total base budget request. The general fund total in this column may not exceed the general fund budget limit determined by OMB. No amounts are entered directly in this column – it is the sum of columns 9 and 10.

Column 12 – 2009-11 Optional Budget Changes reflects all optional budget changes – those that are assigned to an AC or AD type change package and could not be included in the base budget request due to guideline limitations. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

Column 13 – Base and Optional Request is the agency's total budget request, including all optional adjustments. This is a calculated column resulting from the sum of columns 11 and 12.

Chapter Six: Budget Subschedules

Chapter six provides information regarding the completion of budget subschedules referred to as “posting” subschedules. These subschedules post budget data directly to the Budget Request Summary once marked Complete on the Budget Request Checklist, thereby eliminating the need to reenter expenditure or funding amounts on the budget request for these items. Subschedules included in this chapter are:

- Operating Expenses
- Capital Projects
- Extraordinary Repairs
- Other Capital Payments
- Equipment Over \$5,000
- IT Equipment and Software Over \$5,000
- Grants Summary

The budget request is prepared at the budget account code level. [The Revenue and Expenditure Accounts Listing](#) provides the account codes that may be used in preparing the budget request. The listing also presents the detail account codes used in PeopleSoft. The detail accounts provide guidance in determining where to budget anticipated expenditures.

Operating Expenses

The Operating subschedule is used to enter budget changes for all operating account codes. Operating expenses may include equipment and repair items if those items are under \$5,000. Corresponding freight and installation should be budgeted under the same line item the equipment item is budgeted. Because of the equipment’s portability, the price of each piece of a wall or desk station unit, such as Herman Miller units, should be considered individually when determining which line item to use.

All computer software expenditures of \$5,000 or less should be budgeted under the Operating Expense line item with the account code 5310OP Supplies – IT Software using the Operating Expenses subschedule.

All computer software expenditures of greater than \$5,000 should be budgeted under the capital assets line with account code 693000 Software-Licenses > \$5,000 using the IT Equipment and Software subschedule.

As noted in OMB policy number 211, the Statewide Conference Fund #212 is to be used only when the expenses of hosting a conference are **NOT** included in the agency appropriation. The statewide conference fund is **NOT** to be used for conferences that occur on a regular, ongoing basis. For such conferences, agencies are required to budget for them in the agency budget request.

Operating Expenses Screen

Operating Selection

Operating Info

Version 2009A0200709 Number 1 Priority 1

Description operating expenses

Instructions:

Enter 1 in the Number and Priority fields. Enter Operating Expenses in the Description field.

Complete this form only once. Use the Funding/Exp. button on this screen to enter budget changes for all operating account codes in all reporting levels.

Update Insert Delete Undo Notepad Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => Operating Expenses

Purpose

The Operating Expenses screen is used to access the funding and expenditure screens for entering operating expense changes.

Using the Screen

Unlike other “posting” subschedules where the Info screen is used multiple times and the entries are used to generate a list of requested items (e.g. a listing of various capital projects or equipment items). **In the Operating subschedule the Operating Info screen is used only once.** No matter how many operating changes are entered, only one entry on the Operating Info screen is required. Enter “1” in the Number and Priority fields. Enter “operating expenses” in the description field.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested changes for each account code. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package screen to enter:

- Cost to Continue changes authorized by OMB. This is unusual for operating expenses, but may be allowed in certain unique circumstances. Contact the assigned budget analyst with any questions. Enter allowed cost to continue entries in column 1 using change types AE or AG.
- Base budget changes from the current biennium in column 2 using change types AA or AB.
- Optional budget changes in column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

Once the change packages are entered, click Insert, select the appropriate change package description, the appropriate account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Capital Projects

The capital projects subschedule is used to enter capital construction or improvement projects. Capital projects include spending for new construction, additions, restorations and demolitions of buildings and infrastructure. Care should be taken when considering whether an expenditure is a capital project or an extraordinary repair. The definition of an extraordinary repair can be found on page 7 of this chapter.

Capital projects are requested and funded on a project-by-project basis. The capital budget request becomes a long-range planning document reflecting the State's capital needs. A long-range capital budget assists the executive and legislative branches of government in formalizing capital funding objectives, setting spending priorities, and efficiently allocating limited financial resources. By completing the capital budget, agencies are planning for future needs and communicating those needs to OMB and the Legislature.

Criteria for prioritizing capital projects include items such as court-ordered or statutory (external) mandates; health, safety and environmental concerns; state policy direction; funding availability; and program needs. All capital projects for which funding is requested must meet ADA requirements.

Capital Projects Screen

Capital Projects Selection

Capital Projects Selection **Capital Projects Info**

Version 2009A0200709 Number 1 Priority 1

Description building

Start date 7/1/2009 End date 6/30/2011

Is this a multiennium project? n (Yes/No)

If yes, indicate number of bienniums and total estimated project costs and provide narrative explanation.

No. of bienniums Total estimated project costs

Operating and other costs related to this project:

	2009-11 Biennium	2011-13 Biennium	2013-15 Biennium
Salaries and Wages	0	0	0
Operating Expenses	0	0	0
Equipment > \$5,000	0	0	0
IT Equipment > \$5,000	0	0	0
Special Lines	0	0	0
Total	0	0	0
General Funds	0	0	0
Federal Funds	0	0	0
Other Funds	0	0	0
FTE	0	0	0

Are there ongoing savings and efficiencies anticipated as a result of this project? (Yes/No)

Does this project:

Address life safety code requirements? (Yes/No)

Address federal laws or requirements? (Yes/No)

Address environmental/health concerns? (Yes/No)

Address state building/fire code requirements? (Yes/No)

Address critical maintenance needs, which if neglected could result in damage to the structural integrity of the building? (Yes/No)

Continue a project partially funded by the legislature in a previous biennium? (Yes/No)

Comply with the agency's facility master plan? (Yes/No)

Is this a state facility energy improvement project (NDCC Section 54-44.5-08)? (Yes/No)

If yes, what are the estimated biennial savings

If yes, has the project been submitted to the Div. of Community Services? (Yes/No)

Update Insert Delete Undo Notepad Narrative Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => Capital Projects

Purpose

The Capital Projects screen summarizes and prioritizes capital projects. Costs related to capital projects, such as salaries and operating expenses are entered directly on the Capital Projects screen for informational purposes.

The anticipated direct costs for the project for the next three bienniums are entered on the Capital Project Summary Report screen.

Using the Screen

Enter the sequential number for the request. Next, enumerate the priority for this project, as ranked among all capital projects included in the budget request. To rank the capital project in relation to other non-capital budget needs, use the priority field on the Budget Change Description.

Tip

The priority field is an important consideration for OMB when analyzing a capital project request. Make sure the appropriate number has been entered in this field.

Enter a short description or title. Additional narrative, detailed explanations and cost benefit analysis must be entered using the Narrative button at the bottom of the screen.

Enter the anticipated starting and ending dates for the project. If the ending date extends beyond the close of the upcoming biennium, the project is considered a multi-biennium project. At this point, the total number of bienniums over which the project will be completed and the total estimated cost of the project must be entered.

If approval of the project will result in the need to fund additional costs related to the project, such as salaries or operating expenses, complete the schedule in the middle of the screen under the heading “Operating and other costs related to this project.” Include any additional FTE that will be requested to operate or maintain the facility.

Conversely, indicate in the next section if there are any anticipated operational savings or efficiencies to be gained through the completion of this project. If so, quantify and explain these savings within the Narrative screen by clicking on the Narrative button.

Answer Yes or No to each of the questions in the next section of the screen under the heading “Does this project:” Where necessary, offer additional explanation using the Narrative button.

The final section of the screen relates to the State Facility Energy Improvement Program. Answer the questions in this section, and then enter narrative using the Narrative button or budget data using the Funding/Exp. button to complete data entry for this project.

If the agency had a capital projects appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Funding/Exp. button, as explained below to enter a negative amount equal to the current biennium appropriation.

See Chapter 8 for a detailed explanation of the Capital Projects narrative section.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each project. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This includes removal of any capital projects authority in the current biennium. Use change type AF to remove the current biennium capital projects appropriation from the base. Make these entries in Column 1 and assign them to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes from the current biennium in Column 2 using change types AA or AB.
- Optional budget changes in Column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

Once the change packages are entered, click Insert, select the appropriate change package description, the land and buildings account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Use the Detail button to enter funding and expenditure amounts for projects that will take place during either of the two bienniums subsequent to the budget request biennium. These amounts are entered for planning purposes to inform OMB and the legislative branch of upcoming capital needs.

Tip *All capital projects included in the budget request will be entered as a change package.*

Extraordinary Repairs

The Office of Management and Budget uses formulas, applied to an inventory listing of [Buildings and Infrastructure](#) as a guide to determine the amount that should be spent to maintain assets. The Buildings and Infrastructure guidelines provide detailed information on both valuing and estimating repair costs for buildings and infrastructure.

The Extraordinary Repairs screen is used to enter major or extraordinary repair items. Extraordinary repairs are relatively large expenditures that benefit more than one operating cycle or period. If a repair will benefit several periods and/or extends the useful life of the asset, then the cost of the repair should be budgeted as an extraordinary repair within the capital assets line. Include all repairs to buildings and infrastructure involving dollar amounts in excess of \$5,000 that are non-recurring in nature, and increase the value or service life of the asset.

Individual items less than \$5,000 should not be included in extraordinary repairs but should be budgeted for and paid out of the operating line. Projects of the same nature with an individual value of \$5,000 or more can be aggregated and requested as one project.

Ordinary repairs are expenditures made to maintain plant assets in operating condition and are less than \$5,000. These repairs should not be budgeted as part of the capital assets line but rather should be budgeted under an account code within the operating line. Ordinary repairs are preventive maintenance, normal periodic repairs, replacement of parts, structural components, and other activities such as repainting, and equipment adjustments that are needed to maintain the asset so that it continues to provide normal services. Examples of ordinary repairs include:

- roof and/or flashing repairs
- window repairs and glass replacement
- painting
- masonry repairs
- floor repairs

Extraordinary Repairs Screen

Navigation

Log On => Preparation => Budget Request Checklist => Extraordinary Repairs

Purpose

The Extraordinary Repairs screen summarizes and prioritizes extraordinary repair projects. Amounts requested for the upcoming biennium are entered on the Funding/Exp. screen.

Using the Screen

Enter the sequential number of the request and the priority number for this project, as ranked among all extraordinary repair items included in the budget request. To rank the repair in relation to other non-capital budget needs, use the priority field on the Budget Change Description.

Enter a short description or title.

Enter the anticipated starting and ending dates for the repair project. If the ending date extends beyond the close of the upcoming biennium, the project is considered a multi-biennium project. At this point, the total number of bienniums over which the project will be completed and the total estimated cost of the project must be entered.

The final section of the screen relates to the State Facility Energy Improvement Program. Answer the questions in this section, update, and then insert the budget data for this project by using the Funding/Exp. button.

If the agency had an extraordinary repairs appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Funding/Exp. button, as explained below to enter a negative amount equal to the agency’s current biennium appropriation.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each project. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This includes removal of any extraordinary repair authority in the current biennium. Use change type AF to remove the current biennium extraordinary repairs appropriation from the agency’s base budget. Make these entries in Column 1 and assign them to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes from the current biennium in Column 2 using change types AA or AB.
- Optional budget changes in Column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

Tip *All extraordinary repair projects included in the budget request must be entered as a change package.*

Once the change packages are entered, click Insert, select the appropriate change package description, the extraordinary repairs account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Other Capital Payments

The Other Capital Payments Screen is used to enter:

- Department of Transportation road and highway projects.
- State Water Commission water projects.
- Special assessments.
- Bond payments.
- In lieu of tax payments.

Other Capital Payments Screen

Other Capital Payments Selection

Other Capital Payments Selection Other Capital Payments

Version 2007A0100709 Number Priority

Description

Is this a:

Bond payment	<input type="checkbox"/>	(Yes/No)	
Special assessment payment	<input type="checkbox"/>	(Yes/No)	Total outstanding balance <input type="text"/>
Payment in lieu of taxes	<input type="checkbox"/>	(Yes/No)	
Other	<input type="checkbox"/>	(Yes/No)	

Other description

Update Insert Delete Undo Notepad Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => Other Capital Payments

Purpose

The Other Capital Payments screen summarizes and prioritizes other capital payment items.

Using the Screen

Enter the sequential number of the request and priority number for this project, as ranked among all other capital payment items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Budget Change Description.

Enter a short description or title.

Indicate if the item is bond payments, special assessments, in lieu of tax payments, or other. If other, explain using the Other Description field.

If the agency had another capital payments appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Funding/Exp. button, as explained below to enter a negative amount in the cost to continue column equal to the current biennium appropriation.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each item. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This includes removal of any other capital payments authority in the current biennium. Use change type AF to remove the current biennium other capital payments appropriation from the base budget. Make these entries in Column 1 and assign them to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes from the current biennium in Column 2 using change types AA or AB.
- Optional budget changes in Column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

Once the change packages are complete, click Insert, select the appropriate change package description, the other capital payments account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Equipment Over \$5,000

Equipment Over \$5,000 Screen

Equipment Over \$5000 Selection

Equipment Over \$5000 Selection Equipment Over \$5000

Version 2007A0100709 Number Priority

Description

Explanation

Is this proposed expenditure for the replacement of existing equipment? (Yes/No)

Estimated useful life (years)

Unit price

Number of units (base request)

Total base request \$0.00

Number of units (optional request)

Total optional request \$0.00

Total base and optional request \$0.00

Update Insert Delete Undo Notepad Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => Equipment Over \$5,000

Purpose

The Equipment Over \$5,000 screen is used to enter all non-IT equipment in excess of \$5,000. Individual items less than \$5,000 should be budgeted for and paid out of the operating line.

Using the Screen

Click Insert and enter the sequential number for the request and priority number for this project, as ranked among all other Equipment Over \$5,000 items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Budget Change Description.

Enter a short description or title of the equipment. The Explanation field should include a description of the equipment and its purpose. Similar equipment with an individual value of \$5,000 or more can be aggregated and requested under one description. However, adequate detail needs to be provided so that the exact type and quantity of equipment can be determined. For example, 5 riding lawn mowers is fine, but lawn maintenance equipment is too general.

Indicate if the proposed purchase is to replace existing equipment.

Indicate the estimated useful life of the new equipment, if known. Enter the unit price and the number of units in the base and optional requests.

If the agency had an equipment over \$5,000 appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Funding/Exp. button, as explained below to enter a negative amount in the cost to continue column equal to the current biennium appropriation.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each item. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This includes removal of any equipment over \$5,000 authority in the current biennium. Use change type AF to remove the current biennium equipment over \$5,000 appropriation from the base. Make these entries in Column 1 and assign them to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes from the current biennium in Column 2 using change types AA or AB.
- Optional budget changes in Column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

When all change packages are complete, click Insert, select the appropriate change package description, the Equipment Over \$5,000 account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

IT Equipment and Software Over \$5,000

IT Equipment and Software Over \$5,000 Screen

IT Equip and Software Over \$5000 Selection

IT Equip and Software Over \$5000 Selection IT Equip and Software Over \$5000 Info

Version 2009A0400108 Number 1 Priority 1

Description

Explanation

Is this proposed expenditure for the replacement of existing equipment? ☐ (Yes/No)

Unit price \$0.00

Number of units (base request) 0

Total base request \$0.00

Number of units (optional request) 0

Total optional request \$0.00

Total base and optional request \$0.00

Indicate if this equipment is part of IT infrastructure or projects. If part of IT projects, indicate specific projects and amounts allocated to each.

Update Insert Delete Undo Notepad Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => IT Equip and Software Over \$5,000

Purpose

This screen provides detail supporting the request for IT equipment and software in excess of \$5,000. Individual IT equipment and software items less than \$5,000 should be budgeted for and paid out of the operating line.

Using the Screen

Click Insert and enter the sequential number of the request and the priority number for this project, as ranked among all other IT equipment over \$5,000 items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Budget Change Description.

Enter a short description or title. The Explanation field should include a description of the item and its purpose. Similar equipment with an individual value of \$5,000 or more can be aggregated and requested under one description. However, adequate detail needs to be provided so that the exact type and quantity of equipment can be determined.

Indicate if the proposed IT equipment purchase is to replace existing equipment.

Indicate the estimated useful life of the equipment, if known. Enter the unit price and the number of units in the base and optional requests.

Use the field at the bottom of the screen to indicate if the equipment item is part of IT infrastructure or a particular project(s). If included in IT projects, indicate the specific projects and amounts allocated to each.

If the agency had an IT equipment over \$5,000 appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Funding/Exp. button, as explained below to enter a negative amount in the cost to continue column equal to the current biennium appropriation.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each item. Select the appropriate reporting level, and then select the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This includes removal of any IT equipment over \$5,000 authority in the current biennium. Use change type AF to remove the current biennium IT equipment over \$5,000 appropriation from the base. Make these entries in Column 1 and assign them to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes from the current biennium in Column 2 using change types AA or AB.
- Optional budget changes in Column 3 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

When the change packages are complete, click Insert, select the appropriate change package description, the appropriate IT equipment and software over \$5,000 account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Grants Summary

Grants Summary Screen

Grants Summary Selection

Grants Summary

Version 2007A0100709 Number

Description

Explanation

Transfer to another business unit (Yes/No)

If transfer to another business unit, identify business unit and amount:

Bus. Unit No.	Business Unit Name	Amount

Grant to a political subdivision (Yes/No)

Update Insert Delete Undo Notepad Funding/Exp. Exit

Navigation

Log On => Preparation => Budget Request Checklist => Grants Summary

Purpose

This screen provides an agency-wide summary of the grants line item.

Using the Screen

This screen provides information on grants an agency provides to other entities. Information regarding each grant must be entered for both the current and the budget request biennium.

Click Insert and enter the required information. The description for the grant program should include the name of the program. The explanation should include the purpose of the grant and, unless listed elsewhere, the entity to which the money will be granted.

Indicate if the grant is a transfer to another agency, or business unit, of state government. If so, indicate the business unit number, name, and amount.

Indicate if the grant is to a political subdivision of the state, such as a school district, county, or park board.

Funding and Expenditures

Click the Funding/Exp. button to enter the requested amounts for each item. Select the appropriate reporting level, and then select the Detail button. Enter the current biennium appropriation and related funding source information for each grant previously described on the Grants Info screen. Click the Change Package button.

Use the Change Package button to enter:

- Cost to Continue changes authorized by OMB. This is unusual for grants, but may be allowed in certain unique circumstances. Use change type AG to make any authorized cost to continue entries. Make these entries in Column 2.
- Base budget changes from the current biennium in Column 4. using change types AA or AB.
- Optional budget changes in Column 6 using change types AC or AD.

Use the Change Package Description button to create as many change packages as are necessary to adequately identify the various changes.

Once the change packages are complete, click Insert, select the appropriate change package description, the Grants account code, and enter the expenditure amounts. Enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Chapter Seven: Supplementary Subschedules

Chapter seven provides information regarding the completion of supplementary, or “non-posting,” subschedules. These subschedules do not post budget data to the Budget Request Summary. The schedules are used to provide supplementary and supporting information.

Subschedules included in this chapter are:

- Lease Purchase Agreements
- Licensing, Regulation, Inspection
- General Fund Collections
- Continuing Appropriations
- Telecommute Analysis
- Special Fund Balance
- IT Capture

Lease Purchase Agreements

Lease Purchase Agreements Screen

Lease Purchase Agreements Selection

Lease Purchase Agreements Selection Lease Purchase Agreements Info

Version: 2009A0200321 Number:

Start date: End date:

Number of months lease will be in effect during 2009-11 biennium:

Description:

Explanation:

Monthly payment:

Original value:

If this is a proposed new lease, will the leased asset replace an existing leased asset? (Yes/No)

Update Insert Delete Undo Notepad Exit

Navigation

Log On => Preparation => Budget Request Checklist => Lease Purchase Agreements

Purpose

This screen allows agencies to enter required information relating to any existing or proposed capital or operating lease or debt financing arrangement for assets or services, excluding real estate, with a value of at least \$50,000. This reporting requirement also applies to any group of assets or services comprising a single system with a combined value of at least \$50,000. As provided in subsection 8 of NDCC Section 54-44.1-06, the list of assets and services must include any assets or services acquired in the current biennium and any anticipated to be acquired during the budget request biennium.

Using the Screen

Click Insert to begin entering information. Use the following definitions in completing the fields on this screen.

Start and End Dates

Enter the inception and termination dates of the lease or financing agreement.

Lease Description

Include a short summary of what was or is proposed to be acquired through a lease or debt financing arrangement.

Explanation

Provide an explanation of the factors that led to the decision to lease rather than purchase the item.

Monthly Payment

Enter the amount to be paid monthly pursuant to the lease or financing agreement.

Original Value

Provide the value of the item at the beginning of the lease or financing agreement.

Licensing, Regulation, Inspection

Licensing, Regulation, Inspection Screen

Licensing, Regulation, Inspection Selection

Licensing, Regulation, Inspection Selection **Licensing, Regulation, Inspection Info**

Version 2009A0200321 Number

Description

Statutory authority Date of last change in charge per item

Collections deposited in:

General fund ☐ Special fund ☐

Special fund number and name

2005-07 BIENNium

Number of items Charge per item Total collections \$0.00

Less costs Net collections \$0.00

Unit charge required to cover costs

2007-09 BIENNium

Charge per item

2009-11 BIENNium

Proposed charge per item

Update Insert Delete Undo Notepad Exit

Navigation

Log On => Preparation => Budget Request Checklist => Licensing, Regulation, Inspection

Purpose

This screen provides financial detail on licensing, regulation, and inspection activities, as required by NDCC Section 54-06-04.1.

Using the Screen

From the selection screen, enter an item on the Info Screen and click Insert. For each license, inspection, or regulation fee collected during the previous biennium, enter a description, the statutory authority under which it is collected, the date the fee was last changed, the fund in which the revenue is deposited, the number of items, the charge per item, and the total costs associated with providing the licensing, inspection, or regulation service. Total costs should include indirect costs as well as direct costs. Enter the current and proposed charge per item.

If the rate charged per item changed during the biennium, enter a separate record to show the number of items and total collection for each individual rate charged. The total cost information should be prorated among different rates, if necessary.

Example

If, during the first 6 months, the fee for a specific inspection was \$100 and for the remaining 18 months, the fee was \$125 per inspection, the total costs of \$100,000 would be prorated; \$25,000 for the first 6 months and \$75,000 for the next 18 months.

Tip *Subschedule copy can be used to transfer information from the 2007-09 request to the 2009-11 budget request.*

General Fund Collections

General Fund Collections Screen

General Fund Collections Selection

General Fund Collections Info

Version 2009A0200321 Number

Object Type

2005-07 biennium collections

Estimated 2007-09 biennium collections

Increase/(Decrease) \$0.00

Estimated 2009-11 biennium collections

Description

Explanation

Update Insert Delete Undo Notepad Exit

Navigation

Log On => Preparation => Budget Request Checklist => General Fund Collections

Purpose

This screen summarizes the various fees that an agency collects and deposits into the general fund. OMB uses this information for the revenue forecast.

Taxes and fees collected and deposited in the general fund should be included on this form, regardless of dollar amount. The PeopleSoft [Revenue and Expenditure Accounts Listing](#) provides the accounts an agency may use to complete this screen.

The following major revenue sources should not be included on the schedule: Sales and Use Tax, Individual Income Tax, Corporate Income Tax, Business Privilege Tax, Cigarette and Tobacco Tax, Oil and Gas Production Tax, Oil Extraction Tax, Coal Conversion Tax, Insurance Premium Tax, Wholesale Liquor Tax, Gaming Tax, Interest Income, Mineral Leasing fees, and Gas Tax administration.

Using the Screen

Click Insert and select a revenue account from the drop down box. Enter actual collections for the previous biennium, and estimated collections for the current biennium and the subsequent biennium.

The description field must be completed in order for BARS to generate a list of the various fees entered. However, the description used may be the same as the revenue object listing. The explanation field may be left blank if it is unnecessary to explain the fee being collected. If there are recent or proposed changes to the fee that should be noted by OMB in preparing the revenue forecast, please use the explanation field to note such items.

Tip *Subschedule copy can be used to transfer information from the 2007-09 request to the 2009-11 budget request.*

Continuing Appropriations

Continuing Appropriations Screen

Continuing Appropriations Selection

Continuing Appropriations Selection **Continuing Appropriations Info**

Version 2009A0300709 Number

Description

Statutory authority

Special fund number and name

	Actual 2003-05	Actual 2005-07	Estimated 2007-09	Estimated 2009-11
Beginning balance	0	0	0	0
Revenue/transfers				
Total available	0	0	0	0
Expenditures				
Ending balance	0	0	0	0

Use the narrative button to explain the justification for continuing the statutory authority for this continuing appropriation.

Update Insert Delete Undo Notepad Narrative Exit

Navigation

Log On => Preparation => Budget Request Checklist => Continuing Appropriations Subschedule

Purpose

This screen is used to collect information regarding continuing appropriations authorized for state agencies. The report must include justification for continuing the authority, as well as actual expenditures, revenue, transfers, and fund balances for the 2003-05 and 2005-07 bienniums, and estimated amounts for the entire 2007-09 and 2009-11 bienniums.

Using the Screen

Click Insert and, for each continuing appropriation authorized, enter the required information. Narrative is required for each continuing appropriation.

Telecommute Analysis

Telecommute Analysis Screen

Telecommute Analysis Selection

Telecommute Analysis Selection **Telecommute Analysis Info**

Version 2009A0100709 Number

Description

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	<input type="text"/>	<input type="text"/>
Number that are vacant pending reclassification	<input type="text"/>	<input type="text"/>
Number that are proposed to be relocated	<input type="text"/>	<input type="text"/>
Number that are proposed to be assigned to a new program	<input type="text"/>	<input type="text"/>
Total	0.00	0.00

2. Position Class and Title: Class No. Position Title

3. Salary range to

4. Budgeted starting salary

5. Funding source percentages

General Fund Federal Fund Special Fund

6. Will the position or positions continue past the current biennium? (Yes/No)

7. Is space currently available to house the position or positions at the central office? (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind ☐

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00
Operating expenses	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00
Capital improvements	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
General fund	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00
Federal funds	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00
Special funds	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	0.00

10. Is this position(s) requested as a telecommuting position? (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Update Insert Delete Undo Notepad Narrative Exit

Navigation

Log On => Preparation => Budget Request Checklist => Telecommute Analysis

Purpose

This screen is used to satisfy the legislative requirement that a telecommute analysis is completed for each position or group of positions in the following categories included in the budget request:

- New positions.
- Positions that are vacant pending reclassification.
- Positions that are proposed to be relocated.
- Positions that are assigned to a new program.

Using the Screen

The screen may be used for a single position or a group of positions with the same class code and salary. Complete questions 1 through 10 on the screen and use the Narrative button to answer question number 11.

Special Fund Balance

Special Fund Balance Detail Screen

Special Fund Balance Detail

Version 2009-A-01-00709
Agency COUNCIL ON THE ARTS
Fund Type ☐ Special Funds Fund 252 ARTS & HUMANITIES EDUCATION - 252

Transaction Object	Transfer Fund	(01) Narrative	(03) 2007-09 Revenue	(04) 2007-09 Transfers Out	(05) 2007-09 Net Trans./Rev.	(07) Adjustments to Appropriations	(10) 2009-11 Revenue	(11) 2009-11 Transfers Out	(12) 2009-11 Net Trans./Rev.	(15) Total Net Changes
F40000 - REVENUE			10,000	0	10,000	0	10,000	0	10,000	20,000
TOTAL:			10,000	0	10,000	0	10,000	0	10,000	20,000

Transfers By Other Agencies

Agency Name	Transaction Object	(01) Narrative	(03) 2007-09 Revenue	(04) 2007-09 Transfers Out	(05) 2007-09 Net Trans./Rev.	(07) Adjustments to Appropriations	(10) 2009-11 Revenue	(11) 2009-11 Transfers Out	(12) 2009-11 Net Trans./Rev.	(15) Total Net Changes

Update Insert Delete Undo Notepad

Special Fund Balance Summary Screen

Special Fund Balance Summary

Agency 709 COUNCIL ON THE ARTS Version 2009-A-01-00709
Fund Type ☐ Special Funds Display only Active Funds ☒

Fund	(02) 2007-09 Beginning Balance	(05) 2007-09 Net Trans./Rev.	(06) 2007-09 Appropriations	(07) Adjustments to Appropriations	(08) 2007-09 Estimated Expenditures	(09) 2009-11 Beginning Balance	(12) 2009-11 Net Trans./Rev.	(13) 2009-11 Budget Request	(14) 2009-11 Ending Balance	(15) Total Net Changes
252 ARTS & HUMANITIES EDUCATION - 252	0	10,000	5,000	0	5,000	5,000	10,000	5,000	10,000	10,000
TOTAL:	0	10,000	5,000	0	5,000	5,000	10,000	5,000	10,000	10,000

Detail Notepad Detail Notepad Exit

Navigation

Log On => Preparation => Budget Request Checklist => Special Fund Balance

Purpose

The purpose of this screen is to record revenues, transfers, and expenditures relating to special funds.

Using the Screen

The special fund balance subschedule is used for appropriated special funds only. If other funds appear on this subschedule, such as those for which a continuing appropriation exists, contact the assigned OMB budget analyst. The [Special Fund Listing](#) indicates the special funds assigned to each agency. **Note: For special funds shared with another agency, discuss the issue with the assigned budget analyst and coordinate budgeted expenditures with the other agency.**

The information on the special fund balance subschedule screens is used to generate special fund statements for all special funds from which an agency receives appropriations. The subschedule is divided into two screens: Special Fund Balance Summary and Detail Fund Balance. No information is entered on the Special Fund Balance Summary screen. This screen summarizes information entered elsewhere. The Detail Fund Balance screen is used to enter information relating to a particular special fund selected on the Summary screen. The information contained on each screen is summarized below:

Special Fund Balance Summary Screen2007-09 Beginning Balance

OMB enters this amount into BARS. If a beginning balance amount needs to be changed, contact the assigned OMB budget analyst.

2007-09 Net Trans./Rev.

This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the detail fund balance screen.

2007-09 Biennium Appropriations and Expenditures

The amount in column 6 is the total of all current biennium appropriations from this fund, as indicated in column 4 of the Budget Request Summary screen. Changes to this amount must be made on the Budget Request Summary screen. When the Budget Request Summary is marked complete, the appropriation amount will post to this screen. However, if the appropriation amount does not reflect estimated expenditures for the 2005-07 biennium, an adjustment to the appropriation can be entered on the Detail Fund Balance screen. Estimated expenditures are reflected in column 8 and are calculated based on the amounts in columns 6 and 7.

2009-11 Beginning Balance

This is a calculated amount based on the amounts entered in the preceding columns.

2009-11 Net Trans./Rev.

This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the Detail Fund Balance screen.

2009-11 Budget Request

The amount in column 13 represents all expenditures from this fund posted from the Budget Request Summary once that subschedule is checked to complete.

2009-11 Ending Balance - This is a calculated amount based on the amounts entered in the preceding columns.

Special Fund Balance Detail ScreenTransaction Object

This dropdown field is used to select the appropriate revenue or transfer account code. In addition to detailed PeopleSoft revenue codes, the list includes account F7998 – Transfer Out and F7999 – Adjustment to Appropriation. Use account F7998 whenever funds are budgeted to be transferred out of the special fund to another special fund or the general fund. Use this account whenever a fund is selected in the Transfer Fund field. Use account 7999 whenever an amount is entered in column 7, Adjustments to Appropriations.

Transfer Fund

Use this field to select a fund to which moneys will be or have been transferred. This is for Transfers Out of the fund selected on the Detail screen. For Transfers In, use the appropriate Transaction Object and leave the Transfer Fund field blank. If a fund is selected in the Transfer Fund field, the Transaction Object selected should be F7998 – Transfer Out.

Narrative

This field can be used to enter a brief narrative description relating to a revenue, transfer, or appropriation adjustment amount. This field is not mandatory and can be left blank.

2007-09 Revenue – This field is used to enter revenue amounts and transfers estimated to be received into the fund during the 2007-09 biennium. Select the applicable account from the transaction object drop down.

2007-09 Transfers Out

This field is used to enter amounts estimated to be transferred from the fund. Select the appropriate transaction object and select the receiving fund from the transfer fund drop down list.

2007-09 Net Trans./Rev.

This is a calculated field representing the net amount of Revenue and Transfers Out.

Adjustments to Appropriations

Use this field to adjust appropriation amounts to reflect anticipated expenditures. The estimated expenditure amount total appears only on the Special Fund Balance Summary screen.

2009-11 Revenue

This field is used to enter revenue amounts and transfers estimated to be received during the 2007-09 biennium. Select the applicable account from the transaction object drop down.

2009-11 Transfers Out

This field is used to enter amounts estimated to be transferred from the fund. Select the appropriate transaction object and select the receiving fund from the transfer fund drop down list.

2009-11 Net Trans./Rev.

This is a calculated field representing the net amount of Revenue and Transfers Out.

IT Capture

The IT Capture subschedule is for the agency's IT plan. The IT Capture subschedule and the position detail data subschedule are interrelated. The proper sequence to use when completing these two subschedules depends upon the unique circumstances associated with each agency.

After entering IT projects in the IT Capture subschedule, IT projects will be available for selection in the position detail data subschedule for the purpose of allocating IT positions to specific projects and infrastructure. However, until the position detail data subschedule is complete and all applicable positions have been allocated to IT projects and infrastructure, the IT Capture subschedule will not include salaries and wages costs.

Refer to Chapter 10 for a complete description of the steps involved in completing the IT Capture subschedule.

Chapter Eight: Narrative

Chapter eight provides information on the various narrative input screens. Agency-wide and program specific narrative fields are accessed via the Narrative subschedule on the Budget Request Checklist. Other narrative fields are accessed through the Narrative button accessible on the subschedule to which the narrative relates.

The narrative fields included in this chapter are:

- Agency-wide narrative
 - Description
 - Future Critical Issues
 - Major Accomplishments
 - Mission Statement
 - Performance Measures
 - Statutory Authority
- Program narrative
 - Explanation of Program Costs
 - Goals and Objectives
 - Performance Measures
 - Statistical Data
- Capital Projects
 - Project Specifics and Justification
 - Cost Benefit Analysis
- Telecommute Analysis
 - Telecommute Analysis
- Continuing Appropriations
 - Continuing Appropriations Justification
- Change Package Description
 - Change Package Narrative

Narrative

Tip: To save time, the subschedule copy function can be used to copy narratives from the previous biennium 2007 R3 version (as included in the Governor's budget) to a current biennium A version. Please see Chapter 2 for additional instructions.

Agency-wide Narrative Input Screen

Narrative Input
Version 2009-A-04-00108

Level: D Agency

Narrative Title: [Dropdown Menu]
Agency: [Dropdown Menu]

Font: Arial

Update Print Exit

Program Narrative Input Screen

Narrative Input
Version 2009-A-04-00108

Level: P Program

Narrative Title: [Dropdown Menu]
Program: [Dropdown Menu]

Font: Arial

Update Print Exit

Navigation

Log On => Preparation => Budget Request Checklist => Narrative

Purpose

The Narrative Input screen is used to enter various narrative data at the agency and program level.

Using the Screen

Select agency or program level and the narrative title to be completed. If at a program level, also select the appropriate program. The narrative input for programs is completed at the budget level, even if the version is being prepared at an accounting level. When completing each of the program narrative items, total costs for a budget level should be considered, not costs for individual department IDs.

Tip: *Narrative should be concise and complete, but not duplicative.*

Agency-wide Narrative Fields

Agency Statutory Authority is the North Dakota Century Code citation that establishes and governs the agency.

The **Agency Description** should indicate what an agency does and for whom it is done. The Office of Management and Budget has edited this section for consistency across state government. Please use the Agency Description in the R3 version from the previous biennium unless agency functions have changed considerably.

The **Agency Mission Statement** is a broad statement of the overall purpose for an agency's existence. Agencies with an established strategic plan and mission statement should enter the agency mission statement developed through the strategic planning process. Agencies that do not have an established strategic plan should enter a broad statement of the overall purpose for the agency's existence.

Agency Performance Measures should include agency-level performance measurements that are linked to strategic operational planning. Reported performance measures should be, to the extent possible, outcome measures. The measures included here should be significant to understanding the performance of an agency. The number of agency-level performance measures should be limited to no more than five. These measures should be the most significant measures for the agency.

If agency-level performance measures have been established, this narrative field should also include a discussion of the agency's progress meeting each measure, including comparisons to the previous two or three years, if available, as well as the target or benchmark the agency is striving to achieve. The narrative should also include how the benchmarks were determined. For

example, were they established internally, required by the federal government, or determined by other means?

This is a mandated field that requires that data be input in order for an agency to validate and submit the budget. However, it is **not mandatory** that an agency report performance information. Should an agency choose not to report, the narrative can simply state that performance measures and results reporting are not currently used by the agency.

Tip: *Program level performance measures should be reported in the program narrative and not repeated in the agency narrative.*

Agency Major Accomplishments should include initiatives or activities the agency has completed in the 2007-09 biennium and would like to highlight for policy makers.

Agency Future Critical Issues should include a statement relative to future needs of the agency as a result of legal, environmental, economic, and other changes, such as the uncertainty of federal funding levels.

Program Narrative

Program Goals and Objectives should be entered here. A goal is a long-term (multi-year) vision of the future; the general end towards which efforts are directed. A program objective is the ultimate purpose of a program stated in terms of a measurable result.

Depending on an agency's strategic plan or other planning process, a program may not have both goals and objectives. An agency should enter information on the program goals and objectives in the format established through its planning process. Using the Fiscal Management program of OMB as an example, the program goal is to deliver quality customer service and manage available resources. The program objective is to produce a comprehensive financial report; complete the Governor's biennial budget recommendation; and provide timely, quality support to state agencies and institutions for all financial and budget transactions.

Program Performance Measures should include measures established in a strategic plan or other process that reflect the results of program activities. Reported performance measures should be significant in understanding the performance of the program. The number of program-level performance measures should not exceed five. This narrative field should also include historical information on how well the program is doing in meeting its measures as well as the target or benchmark the program is striving to achieve. The narrative should also include the source of the benchmark.

Program Statistical Data should include any statistics about the program that are pertinent, such as the number of people the program serves or the number of documents processed.

Explanation of Program Costs should include an explanation of the major cost factors for the program. Include quantitative information such as projected rates and usage. Identify any circumstances causing unusual spending patterns over the past three years. Information regarding increases or decreases in current spending, or budget changes, should not be included here. Budget changes should be addressed in the Budget Change Description screen.

Capital Projects

From the Capital Projects screen, click on the Narrative button to access the Narrative Input screen. Two narrative fields, Project Specifications and Justification and Cost Benefit Analysis, are required for all capital projects.

Questions that should be considered by the agency when completing the Project Specifications and Justification narrative include the following:

- What evidence is there that this project needs to be done?
- What will happen if the State does not fund this project?
- Has adequate planning for this project been done? Should a planning appropriation be made first?
- Can another resource be used to finance this project? Can the cost be shared?
- Would it be cheaper to renovate or remodel an unused facility?
- Can this project wait until next biennium?
- Before considering new requests, have current facility needs been met?
- Would this project be necessary if the size of government decreased, if population declined, if a technological breakthrough occurred, or demand declined? If not, what is the likelihood of any of these happening in the next ten years?
- Are there alternative funding scenarios for this project? Such as: General obligation bonds? Revenue bonds? Direct appropriation? User fees? Leaseback agreement? Rent?
- What are the operating and maintenance costs over the life of this project once it is completed? Are they reasonable? Will it require additional general fund commitments? Can total costs be saved by spending more at the outset of the project to reduce operating costs later (e.g., through redesign of a facility)?
- What would the proponents of this project cut if they could receive only 80 percent of requested funding?
- Have all the costs of this project been presented, including construction costs, architects' fees, contingency fees, construction supervision fees, equipment, insurance and bid costs, and site acquisition costs?

- What are the economies (dis-economies) of scale? Would a bigger facility be cheaper per client served or per personnel housed? If a bigger facility is built, can part of the space be rented?
- Who is against this project? Why? Do they have valid concerns?
- How do recent/proposed federal budget and tax actions affect the need for and cost of this project?

The questions listed above were adapted from a report published by the National Conference of State Legislatures entitled, "Capital Budgeting and Finance: The Legislative Role."

Cost Benefit Analysis Narrative

In accordance with NDCC 54-44.1-16, a cost benefit analysis must be completed for each new building construction project included in budget requests. The analysis must review options for co-locating with other state agencies, departments, or institutions and consider information on related technology costs and savings.

IT Capture

Refer to chapter 10 for an explanation of the various narrative input screens included in the IT Capture subschedule.

Telecommute Analysis

From the Telecommute analysis screen, click the Narrative button to access the Telecommute Analysis narrative field. Use this screen to answer the last question on the analysis screen, which requires:

- A description of the position or positions, including job tasks and the percent of time spent at each task.
- The benefits of locating the position or positions outside of a central office setting.
- The additional assets required to locate the position or positions outside of a central office setting.

Continuing Appropriations

From the Continuing Appropriations screen, click the Narrative button to access the Continuing Appropriation Justification narrative field. Use this field to explain the justification to be conveyed to policymakers regarding the need continue the statutory authority for this continuing appropriation.

Change Package Description

From the Change Package Description screen, click the Narrative button to access the Change Package Narrative Input screen. Use this screen to explain the reasons for the change package and explanations for the changes at the account code detail level, where appropriate.

Chapter Nine: Completing the Budget Request

Chapter nine explains the final steps involved in completing the budget request, validating, and submitting the budget.

Validating the Budget

Agencies can run two reports to help to ensure the budget request will submit correctly. They are:

SR06 Budget Validation Report – This is the standard report included in the BARS software to address basic validation issues required by all states, such as balancing of expenditures and funding.

CRVA Validate Agency Version report - The CRVA report is custom designed for North Dakota to address validation issues unique to our implementation of the BARS application.

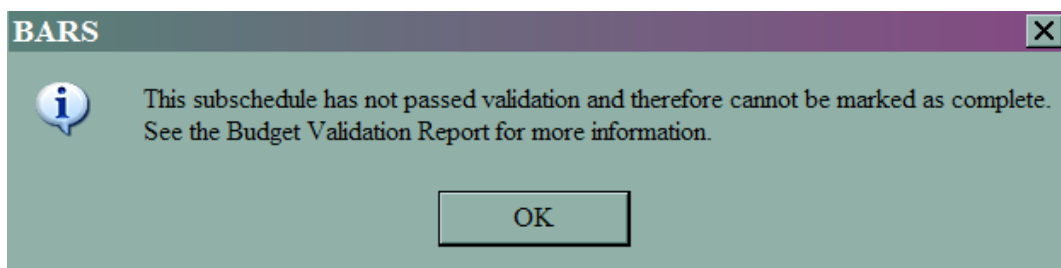
SR06 Budget Validation Report

Navigation

Reporting => List Reports => Standard Reports => SR06 Budget Validation

Purpose

BARS includes a balancing or validation feature to ensure the accuracy and completeness of the budget data. If funding and expenditure amounts are out of balance and a notice such as the one shown below appears when a subschedule is marked to complete, the SR06 report provides the explanation necessary to correct the imbalance or other issue.



Using the Report

When a subschedule is completed, mark it Complete on the Budget Request Checklist. If the subschedule is out of balance and an error message similar to the one above appears, print the SR06 report, a portion of which is shown below.

Report Viewer - Standard Reports - Budget Validation	
2009-2010 BIEN / 3/26/2008 10:23 AM	SR06 - Budget Validation
Page 1 of 1	
Schedule Budget Request Summary Subschedule	
Reporting Level & Line Id	Error Message
Office of Administrative Hearings Services 00-140-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2009-11 Budget Recommendation, 11.
Office of Administrative Hearings Services 00-140-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: Change from 2007-09, 12.

The subschedule to which the validation error relates is listed first for each item. Also shown is the reporting level and a description of the error. For the error shown above, the report is indicating that the Budget Request Summary subschedule funding and expenditure amounts are out of balance in columns 11 and 12 of the Budget Request Summary in the Office of Administrative Hearings reporting level 00-140-100.

After returning to the appropriate subschedule to correct the error, return to the Budget Control Checklist and again select Complete for that subschedule. If the subschedule still does not pass validation another error message will appear indicating the next component that is out of balance or incomplete.

The SR06 report will need to be rerun after each error is corrected.

Tip *If, subsequent to marking an item Complete, the user revises a screen, the indicator automatically reverts to “Not Complete” on the Budget Request Checklist. Once revisions are finished, mark the item Complete and continue validation.*

Tip *The on-line balancing process handles only one error at a time until all budget errors are resolved. An alternative is to print the Validation Report so that all errors are displayed and can be resolved at once.*

The agency must continue this process for all options listed in the Budget Request Checklist until all items are checked complete. Only at this point is the user able to submit the budget to OMB. Contact the assigned OMB budget analyst for any questions on this report

CRVA – Validate Agency Version Report

Navigation

Reporting => List Reports => Agency Reports => CRVA Validate Agency Version

Purpose

Similar to the SR06 report is the CRVA – Validate Agency Version report. This report lists additional items that will need to be corrected in the budget prior to submission. Items may appear on this report even though the SR06 report indicates all validation issues have been addressed and all subschedules are marked to complete.

Using the Report

A variety of items may appear on this report. Contact the assigned budget analyst for assistance in resolving any issues appearing on this report.

Submitting The Budget Request

Navigation Path

File => Version Control => Submit Button

Purpose

Submitting the budget creates a budget request **B** version that can be viewed by OMB and Legislative Council.

Using the Screen

Highlight the **A** budget version to be submitted to OMB and select Submit. An hourglass displays until the budget request version is created. The agency is only able to submit one budget version. Once submitted, the Submit button becomes disabled. The agency now has a B version type that is the official Budget Request for the agency.

If any budget screen is out of balance or incomplete, the user gets the message, "This version is not in balance and cannot be submitted." The user should return to the Budget Request Checklist to resolve errors until all items are complete.

After submission, the agency is able to view the submitted or B Version Type, but is not able to modify or delete it. The A Version the agency used to create the submitted version is still accessible to the user. The user should make note of which A version was submitted by changing the version's title. It is recommended that no additional changes be made to the A version that is submitted. Before trying different scenarios, copy the submitted A version to a new A version.

If, for any reason, a change to the submitted budget request is necessary, contact the assigned budget analyst. If the change is substantial and the OMB system administrator has to delete the budget request version, the agency will have to repeat the budget submission process.

Chapter Ten: Building the IT Plan

Legislative Intent

NDCC 54-59-11 requires that each executive branch state agency or institution, excluding the institutions under the control of the board of higher education, shall prepare Information Technology (IT) Plans. The plans are due by July 15th each even numbered year and must include IT goals and activities for the current and next two bienniums. The plan must also include an asset management plan for all IT assets, owned, leased or employed by the entity.

The Information Technology Department (ITD) is responsible for developing guidelines for agencies to follow in preparing their technology plans, and reviewing the plans for compliance with statewide policies or standards. ITD has the responsibility to accept each plan and assemble the plans into a statewide plan to be submitted to the members of the Legislative Assembly.

Agencies shall provide interim updates to its IT plan if major information technology changes occur which affect its plan.

IT Plan Development

The BARS system captures the data required to tie the IT Planning process to the budgeting process. It is recommended that IT planning be a continuous process. This process should work to align the agency business plan to their IT Plan.

The IT Plan information is included as a subschedule within BARS. The IT Plan is referred to as IT Capture. Agency IT staff will need to work closely with agency financial staff to complete the IT Capture information and input salary data. BARS will post IT position Salaries and Wages to the appropriate IT Capture.

Once the IT Plan has been accepted, agencies will submit their updates via email to ITD's Policy and Planning division.

IT Capture Screens

This chapter provides instructions for completing the BARS IT Plan subschedule screens. The subschedule appears with three tabs: IT Capture Selection, IT Capture Projects and IT Capture Infrastructure. Included on the screens are narrative and project costs buttons. The two primary components of the IT Plan are IT Projects and IT Infrastructure.

IT Infrastructure costs represent the operational costs to maintain an agency's existing shared systems. These would be the common applications that all business units need to "keep the lights on." The IT Infrastructure expenditures should be explained in the Planned Infrastructure Activities and Changes narrative.

IT Projects can be one of four types: On-going Initiatives Programs, New Initiative Project, Major Enhancement Project, and Application Replacement Project.

IT Programs are considered on-going initiatives that are normally unique to a line of business. Examples of on-going initiatives include ConnectND, GIS, and CJIS. Agencies are encouraged to review their line of business, identify programs and enter them in the IT Plan accordingly. This will help everyone understand the IT investments the State is making. In contrast, the remaining three IT project types are necessary to meet a changing or new business requirement. These projects, by definition, are a temporary endeavor undertaken to create a unique product, service or result that impact either the infrastructure or a program.

The components capture IT costs and narrative information necessary to identify how the agency's IT plan supports the overall goals and mission of the agency. Details of the IT Equipment and Software over \$5,000 is a separate subsection of BARS. This section needs to balance to the amount requested in the object code IT6930 for IT equipment over \$5,000 and account code IT5310 for software over \$5,000. The instructions for IT Equipment & Software over \$5,000 can be found in Chapter 6 of this manual.

Additionally, BARS allows for full-time IT positions to be designated within the Position Information screen of the agency budget request. This feature allows for the automatic updating of salaries and wages from the Position Detail Data subschedule to the IT Infrastructure and Project cost detail.

Tip In order for this feature to function properly, the IT subschedules must be created prior to indicating individuals being identified as IT positions.

Agencies will be unable to revise the IT Plan once the budget is submitted. If an agency would like to have the IT Plan reviewed prior to budget submission, contact the assigned ITD Business Analyst.

Key Steps to Ensure Linkages to the Agency Budget Request

Reporting Level Structure - Review the agency reporting level structure with agency financial staff to determine whether IT expenditures will be entered under a single reporting level for agency wide IT expenses or spread among several reporting levels.

Selection of the BARS Version - Work with the agency financial staff to identify which BARS version should be used to enter the IT Capture data. If it is a different version than the financial staff use to prepare and submit the budget, the IT Capture subschedule can be copied to the agency budget version by using “subschedule copy” which is explained in Chapter 2.

Review of Historical Expenditures – Review IT expenditures from the previous and current biennium to see if any adjustments need to be made. The historical expenditure history is not required to be input into the IT Capture subschedule, however, it is contained in the agency Budget Request.

IT Personnel - Work with the agency payroll coordinator to determine which positions will be indicated as IT positions. The IT infrastructure screens and any IT projects which have an associated employee position will have to be completed in the IT Capture subschedule prior to indicating an employee position as an IT position on the payroll subschedule.

The Position Information screen contains two indicators related to IT positions. One indicates whether a position is an IT position (Position Subschedule Indicator field). A decision must be made as to whether a person will be designated as an IT FTE or not. Partial IT FTE are not allowed. The second indicator provides a dropdown box to choose whether the salary expenses are part of the agency infrastructure or a project. Once the position detail data is checked complete on the Budget Checklist, the expenses will post to the respective IT Capture subschedules. The salary, in whole, will automatically post to the IT Capture subschedule salaries line if indicated as an IT Position.

Validation Report - Ask the agency finance staff to run a Validation Report. It will indicate if any of the accounts are not equal to the budget request and whether any required data is missing from the IT Capture subschedule.

Overview of Steps Involved in Completing the IT Capture Screens

1. Identify a contact person responsible for the submission of the IT Plan.
2. Review the agency's technology goals and objectives along with identifying the business functions supported by IT and how the IT investment brings value to each function.
3. Review current technology operating costs.
 - Include any possible changes to be completed in the upcoming biennium and any new infrastructure costs that may be a result of a project being completed in the current biennium.
 - Review personal computer inventory; identify the cities and counties where personal computers are located; the operating system used; and replacement plans, including number to be replaced and estimated cost per computer.
4. Identify IT activities to be accomplished in the upcoming biennium. Projects include new or ongoing initiatives, major enhancements or upgrades to existing systems, or application replacement.
 - For each of these projects, identify the business need or problem that is driving the proposed project. Identify how this project is consistent with the agency's mission, the anticipated benefits and the risks associated with its implementation.
 - If this project is not implemented in the upcoming biennium, identify the impact this will have on the agency's ability to meet its objectives.
 - Identify all project costs and funding sources.

IT Capture Selection

IT Capture Selection Screen

Version	Number	Description	Col 04
2009B0100709	1	project	

Navigation

Log on => Version => Checklist => IT Capture => IT Capture Selection

Purpose

To provide a list of projects and their related costs.

Using the Screen

This screen can be used to insert a new project or to select an existing project. If selecting an existing project, highlight the project and click the IT Capture Project tab to view the project detail or the Project Cost button to view the associated funding and expenditure data.

Narrative Screen

Narrative Input
Version 2009-B-01-00709

Level: D Agency
Subschedule: IT IT Capture
Narrative Title: AGENCY IT PLAN CONTACT DATA
Agency: Mandatory

Font: Arial Size: 10

Update Print Exit

Narrative

The narrative types found on the IT Capture Selection Screen are general in nature and provide information relating the infrastructure and project budget requests to the overall goals of the agency.

- **Agency IT Plan Contact Data** - Identify a contact person responsible for the submission of the IT Plan. Please include name, title, mailing address, phone and email address for the primary and any secondary contacts within the agency.
- **Review of Agency's IT Architecture** - Provide a detailed information regarding the use of Information Technology. This section contains a description of IT systems used including the business purpose, language, database and operating system requirements for each, as well as a description of IT service providers used, including internal staff.
- **Planned Infrastructure Activities and Changes** - Provide detailed information on the IT Infrastructure and the ongoing effort required to maintain it. This section includes a description of the on-going maintenance items for systems that do not meet the definition of a project, and changes planned to the infrastructure. The intent is to provide sufficient detail to explain the expenditures included in the IT Infrastructure portion of the budget.

IT Capture Infrastructure

IT Capture Infrastructure Screen

IT Capture Selection

IT Capture Selection IT Capture Projects IT Capture Infrastructure

Version 2009A0500321

1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers:
 Number of desktops for which you are requesting replacement funding:
 Average replacement cost/desktop:

3. Total number of laptop computers:
 Number of laptops for which you are requesting replacement funding:
 Average replacement cost/laptop:

What state planning region are these desktop/laptop computers located?
 Region 1 2 3 4 5 6 7 8

4. What percentage of these pcs are running the following operating systems:
 (total should be equal to 100%)

Windows XP	<input type="text"/>	%
Windows Vista	<input type="text"/>	%
MAC OS	<input type="text"/>	%
Open Source OS	<input type="text"/>	%
Other	<input type="text"/>	%

5. What additional expenditures are being paid out of non-appropriated funds?
 Please explain:

Update Insert Delete Undo Notepad Narrative Funding/Exp. Exit

Navigation

Log on => Version => Checklist => IT Capture => IT Capture Infrastructure

Purpose

To provide information supporting the requested funding for IT Infrastructure.

Using the Screen

IT Infrastructure consists of the ongoing day-to-day cost of running an agency's IT environment. This includes the employee salaries and benefits for IT staff, IT base operational expenses such as communication services (network and telephone), hosting fees, application development costs/fees, software license and maintenance fees, contractual services, and equipment.

If infrastructure costs are projected to have an extraordinary increase or decrease, provide the reason. A change in excess of 10 percent would be considered extraordinary and should be explained. If the explanation requires more than the 512-character limit of the field, summarize the explanation and provide additional detail in the narrative field.

Indicate the total number of desktop and laptop computers and the current location of those items. Also indicate the average replacement cost per desktop and laptop. The following table defines state planning regions by listing the cities and counties in each region. When a particular laptop is used in several locations, indicate the region the user of the laptop is primarily located.

Region	Major Cities	Counties
1	Williston	Divide, McKenzie, Williams
2	Minot	Bottineau, Burke, McHenry, Mountrail, Pierce, Renville, Ward
3	Devils Lake	Benson, Cavalier, Eddy, Ramsey, Rolette, Towner
4	Grand Forks	Grand Forks, Nelson, Pembina, Walsh
5	Fargo, Wahpeton	Cass, Ransom, Richland, Sargent, Steele, Traill
6	Valley City, Jamestown	Barnes, Dickey, Foster, Griggs, La Moure, Logan, McIntosh, Stutsman, Wells
7	Bismarck, Mandan	Burleigh, Emmons, Grant, Kidder, McLean, Mercer, Morton, Oliver, Sheridan, Sioux
8	Dickinson	Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope, and Stark

In order to get a broad picture of the operating systems used on computers throughout state government, indicate what percentage of the agency's computers are running each operating system. Round percentages to the nearest whole number.

Narrative Screen

The screenshot shows a software window titled "Narrative Input". At the top left, it displays "Version 2009-B-01-00709". Below this, there are four labeled fields: "Level" (dropdown menu showing "IT IT Capture"), "Subschedule" (dropdown menu showing "IT IT Capture" and "Infrastructure"), "Narrative Title" (text box containing "IT ASSET MANAGEMENT PLAN"), and "IT Capture" (checkbox labeled "Mandatory"). Below these fields is a rich text editor with a toolbar containing icons for font face (Arial), font size (10), bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and print. At the bottom of the window are three buttons: "Update", "Print", and "Exit".

Narrative

Use the narrative button to provide additional background information on IT infrastructure.

- **IT Asset Management Plan** - NDCC requires an asset management plan for all IT assets owned, leased or employed. This section includes the entity's asset management plan. The entity may elect to have a separate plan for each class of asset, or may have a single plan. All hardware, software and human capital assets must be included in a plan. The plan must include detailed information on efforts to obtain, maintain, retire and replace each class of assets. The development of the plan for hardware and software requires coordinated effort by both the IT and business staff of the entity.

IT Capture Projects

IT Capture Projects Screen

IT Capture Selection

IT Capture Selection | **IT Capture Projects** | IT Capture Infrastructure

Version: 2009A0500321

Number:

Description:

Agency Project Identifier: *this ID should be consistent with PeopleSoft and the EPM project repository

Agency Priority:

Project Type:

- ☐ New initiative
- ☐ Major enhancement/upgrade
- ☐ Application replacement
- ☐ Ongoing initiative

Age of current application: (Years)

1. Project description

2. Briefly describe the business need or problem driving the proposed project.

3. Describe how the project is consistent with the organizations mission.

4. Describe the anticipated benefits of the project and who will derive the benefits.

5. Describe the impact of not implementing the project.

6. Identify any risks associated with implementing this project and explain how the risks will be mitigated.

7. Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screer

Additional Costs? Total Project Cost?

Optional Project Costs Tot Proj Costs + Optionals

Describe the additional costs?

8. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

9. Should this project be ranked by the State IT Advisory Committee?

10. Have you requested an Enterprise Architecture design review for this project?

Update Insert Delete Undo Notepad Narrative Funding/Exp. Exit

Navigation

Log on => Version => Checklist => IT Capture => IT Capture Projects

Purpose

To provide information supporting the requested funding for IT Projects.

Using the Screen

For each IT project, complete an IT Capture Project screen.

The fields at the top of the screen are used to briefly describe the project.

- The **Number** is used to identify the project within the BARS system and to group projects together with their corresponding Program or Infrastructure. In order for the grouping to work, infrastructure related projects should be INF-001 to INF-999. Programs should use a 3 or 4 letter **acronym** with program related projects using that same **acronym** and 001-999.
- The **Description** represents the project's name. A full description of the project is provided in a subsequent data field.
- The **Agency Project Identifier** is assigned by the agency and can be anything the agency wishes to use to identify the project.
- The **Agency Priority** is the internal priority the agency has assigned to this project. It is a unique 3-digit numeric field.
- The **Project Type** field is used to describe the general category of this project. By using the space bar, place a checkmark in only one of the project types. If it is an Application replacement, enter the age of the current application in the field provided.

The following information collected on the IT Capture Project screen represents the components necessary to create the business case for the project. Contact the assigned IT planning analyst within ITD Policy and Planning for information about the ND Business Case Guidance document.

- **Project Description** – Explain the primary objective of the project.
- **Business Need or Problem** – Describe the problem(s) that this project is intended to resolve.
- **Alignment to Organization's Mission** – Explain how the project is consistent with the business objectives of the agency.

- **Anticipated Benefits** – Describe the benefits of this project in as complete detail as possible. Benefits should include quantifiable and measurable criteria, but if such criteria are unavailable at the time of entry, the agency should ensure that future versions of the business case document include it.
- **Impact of Not Implementing** – Use this field to describe the effects of not executing the project. Explain the impact; do not just state that the benefits will not be obtained.
- **Risks Associated with Implementation** – A risk can be defined as an uncertain event or condition that, if it occurs, affects the project objectives. Risks can be negative (threats) or positive (opportunities). By proactively identifying risks at the beginning of a project, appropriate contingency plans can be developed for mitigating the risks. For example, budgeting for the training of employees or the hiring of temporary staff. Categories of risk that should be considered include, project management risk, technology risk, project complexity and resource or schedule constraints.
- **Additional project costs represent:**
 - Non-IT account expenses related to training, travel or other expenses associated with the deployment of the project.
 - Existing staff costs (salaries and benefits) for staff essential to the project that would be assigned to the project on a full-time basis and are not reported elsewhere in the agency budget.

The purpose for collecting this information is so the agency can reflect the total cost of the overall project. If the project has additional costs associated with it, provide a description of those costs.

- **Non-appropriated funds** represent the additional amount to be used for this project from funds that are not limited by specific appropriation authority. Use the comment field to clarify the information.
- **SITAC RANKING** is required for any project that will require general fund appropriation and has an overall cost greater than \$250,000. An agency may request any project be ranked by the State IT Advisory Committee. For more information on this process, contact the IT Planning Analyst from ITD Policy and Planning Division.

- **EA Review** - Agencies are encouraged to have projects reviewed by the Enterprise Architecture process in order to ensure compliance with existing technology standards as well as architectural alignment with the future state of technology. This review may be requested from the Enterprise Architecture website at <http://www.state.nd.us/ea/projects/>.

The space provided for the business case components is approximately the length of two average paragraphs. If the answer is not easily accommodated in the space provided, the Narrative option should be used.

Narrative Screen

Narrative

The Narrative button provided on the IT Capture Project Screen allows additional text to be provided in the following areas:

- Additional Benefits
- Additional Business Need or Problem
- Additional Project Alignment
- Additional Project Description
- Additional Risks
- Impact of Not Completing this Project
- Explanation of Financial Impact - **Mandatory**

In addition, the “Explanation of Financial Impact” is a required field for all projects and must be completed using the narrative button.

IT Capture Detail

IT Capture Detail – Expenditures Screen

IT Capture Detail - Expenditures

Agency: STATE LIBRARY Version: 2005-A-03-00250 Cost: 3RARY

Level: 01-250-600-00-00-00-00000000 Administration 00-00-00-00-00-000000

Project: 0 Obj Type: E Expenditures Line: 30 OPERATING EXPENSES

Object	(01) Current Appropriation	(02) Budget Request	(03) Optional Adjustments	(04) Request Plus Optionals	(05) Subsequent Biennium	(06) Financial Impact of Project
IT3002 - IT-DATA PROCESSING	0	0	0	0	0	0
IT3003 - IT TELEPHONE	0	0	0	0	0	0
IT3005 - IT SOFTWARE/SUPPLIES	0	0	0	0	0	0
IT3008 - IT CONTRACTUAL SVCS & REPAIRS	0	0	0	0	0	0
IT3038 - IT EQUIPMENT UNDER \$5000	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0

Buttons: Update, Insert, Delete, Undo, Chg Pkg, Chg Pkg Descr, Notepad, delete, Undo

Navigation

Log on => Version => Checklist => IT Capture => Project Cost => Detail

Purpose

To provide IT expenditure and funding information to be included in the Budget Request.

Using the Screen

Project Costs can be accessed through any of the three IT Capture screens. Click the Project Cost button and then select the reporting level to begin inputting IT expenses. Click Detail, choose the project, choose object type Expenditures, choose the line and then insert the appropriate objects. Complete each column.

Tip *IT Contractual Services and Repairs - Account 603000 should only be used for “Non – ITD” related services. If contracting with ITD for services, those charges should be included in budget account 601000 - IT Data Processing.*

Indicating IT Positions - When inserting the salary objects, the fields in the first 4 columns will be locked. The data in those fields will be posted automatically from the Position Detail Data. The agency payroll coordinator needs to indicate IT positions in the following manner:

- Select the Position Information screen under the Calculation Info tab.
- Select the IT position in the Position Subschedule Indicator field.
- Select Infrastructure, or the specific project the FTE will be associated with in the Subschedule No. field.

Because projects are temporary endeavors, most IT positions will be part of an agency's Infrastructure. Once the position detail data subschedule is marked Complete on the Budget Checklist, the salaries and benefits for the IT positions will post to the appropriate project costs.

Current biennium IT salaries – In the IT Capture subschedule, current biennium salaries, benefits, and temporary amounts must be entered using accounts:

- IT 5121 – additional temp salaries
- IT 5131 – additional salaries – other (i.e. shift diff.)
- IT 5141 – additional overtime

IT Capture budget request – The budget request and optional adjustment columns in the IT Capture subschedule are entered without a change package. In all other subschedules budget request and optional amounts are entered by assigning amounts to budget change package descriptions. Budget request and optional amounts in the IT Capture subschedule are for informational purposes only and do not post to the budget request summary. Budget request summary amounts do not post to IT Capture, however, budget request amounts entered in IT Capture must match IT account totals in the budget request summary.

Columns 5 and 6, Subsequent Biennium and Financial Impact of Project, will not post from the Position Detail Data subschedule Payroll. Subsequent Biennium projected expenditures should be entered for each object. Financial Impact of Project relates only to Projects, not Infrastructure. The dollars entered in this column should reflect the amount of any ongoing costs to Infrastructure once the project is completed.

After completing the expenditure accounts, enter the funding for each line. Choose either:

- 001 – STATE GENERAL FUND,
- FED1 – IT FEDERAL FUNDS, OR
- SPEC1 – IT SPECIAL FUNDS.

FED1 and SPEC1 are set up for use **only** in the IT Capture subschedule to allow users to enter a total rather than specific federal and special fund sources. An agency is not required to use FED1 and SPEC1 codes. An agency may choose to indicate the specific funding in the IT Capture project costs by fund and grant.

Chapter Eleven: Reports

This chapter describes the various reports available through BARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Sample reports are located at the end of this chapter.

Reports are located under the menu options “Reporting” and “Publications”.

Reporting

Agency Reports:

CR05R	Request Detail
CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CRSR	Subschedule Reports
CRVA	Validate Agency Version
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > \$5,000 Report
CR10	Agency IT Equipment > \$5,000 Report
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary

Standard Reports:

SR01	Reporting Levels
SR04	Change Package Summary
SR04S	Change Package Summary by Line
SR05	Budget Request Summary – Reporting Level
SR05A	Budget Request Summary – Agency
SR05S	Budget Request Summary – Line
SR05N	Budget Request – Negative Values
SR06	Budget Validation
SR07	Version Comparison
SR07S	Version Comparison – by Line
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR14	Position Detail
SR15	Sample Graph (not used)
SR16	Excel Budget Export (not used)
SR17	Notes (not used)
SUBSCH1	Subschedule Info

Publications

Budget Books

A	Agency Overview
C	Change Package Narrative
IT1	IT Plan
P	Program Narrative
SP	Subschedule Publication
SSN	Subschedule Narrative

Navigation

Reporting => List Reports => Agency Reports **or** Standard Reports

Or

Publications => Budget Books => Publication Name

Using the Screens

On the “List Reports” menu highlight the necessary report and then double click the “Run” button at the bottom of the screen.

From the “Report Name” drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box, or leave it blank to choose a report at a lower reporting level.

Tip

If the Code Type Rollup box is checked, select (All) for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.

If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

Select Major Program to run a report at the major program level by selecting Major Program in the Code 1 dropdown. Code 2 is not used.

If the user wishes to save the desired column selections, specify a different name in the Report Name box, then click the “Save Profile” button. This will not save the code Type Rollup check box selection, the Reporting Level selection nor the Code 1, Major Program selection.

Click OK to generate the report.

Budget Request Reports

CR05R – Request Detail Report

Provides budget information by account code and funding source for each line item. A total of all expenditures, total for each individual funding source and total funding for federal, special, and general funds is provided at the end of the report. Also included is the total FTE count.

Tip *In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level box.*

Alternate reports: SR05, SR05S Reports and SR05A

Alternate reports are available under the Standard Reports list. The report format is slightly different; however, the selection options are similar:

- SR05 – Budget Request Summary by Reporting Level (provides all expenditures followed by all funding)
- SR05S – Budget Request Summary by Line (provides expenditures and funding by line.)
- SR05A – Budget Request Summary by Agency (provides a summary report by major program, line and funding source.)

Tip *The SR05, SR05S and SR05A also provide expenditure and funding information for the posting subschedules. Funding and expenditure information is available for the subschedule in total, or for each subschedule item individually.*

Salary Reports

CR01 – Salary Budget

Provides position information including position number, name, FTE, new FTE indicator, reporting level, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

Funded Ind box:

- ALL - all funded and unfunded positions
- 0 – Funded - all funded positions only
- 1 – Unfunded – Do Not Post - all unfunded positions only

Opt FTE box:

- All Positions - all base budget and optional positions
- No Optional Positions - base budget positions only
- Only Optional Positions

CR02 – Position Funding

Provides two different reports, Total Position Funding and Fringe Benefit Detail. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or omit optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types including Health, FICA, Retirement, Unemployment, Workers' Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance (Longevity is not used by North Dakota.)

Tip

The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.

Alternate reports: SR13 and SR14

Variations to the Agency payroll reports are available under the Standard Reports list:

- SR13 – Personal Services Budget
- SR14 – Position Detail reports

Subschedule Reports**CR03 – Schedule Information**

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels. Below is a copy of the selection screen for each of the subschedules and the associated column options.

Posting Subschedule reports:

CAP	Capital Assets
E	Budget Request (not used)
EQP	Equipment Over \$5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
IT	IT Capture
ITEQ	IT Equip and Software Over \$5,000
OCP	Other Capital payments
OPER	Operating (not used)
REV	Revenue (not used)

CAP – Capital Assets

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
SubSched	CAP Capital Assets	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

EQP – Equipment over \$5,000

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	EQP Equipment Over \$5000	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

EXTR - Extraordinary Repairs

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	EXTR Extraordinary Repairs	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

GS – Grants Summary

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	GS Grants Summary	
Rptng Lvl	(Agency)	
Column 2	2007-09 Biennium Appropriation	
Column 3	(None)	
Column 4	2007-09 Biennium Appropriation	
	Cost to Continue Adjustments	
	Adjusted Base	
	2009-11 Budget Changes	
		OK
		Cancel
		Save Profile
		Delete Profile

IT - IT Capture

Report Name	Schedule Information	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Save Profile"/> <input type="button" value="Delete Profile"/>
Version:	2009-A-04-00108 Admin <input type="checkbox"/>	
Sub Sched	IT IT Capture	
Rptng Lvl	(Agency)	
Column 2	Current Appropriation	
Column 3	(None)	
Column 4	Current Appropriation	
	Budget Request	
	Optional Adjustments	
	Request Plus Optionals	

ITEQ - IT Equip and Software Over \$5,000

Report Name	Schedule Information	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Save Profile"/> <input type="button" value="Delete Profile"/>
Version:	2009-A-04-00108 Admin <input type="checkbox"/>	
Sub Sched	ITEQ IT Equipment Over \$5000	
Rptng Lvl	(Agency)	
Column 2	(None)	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	

OCP - Other Capital Payments

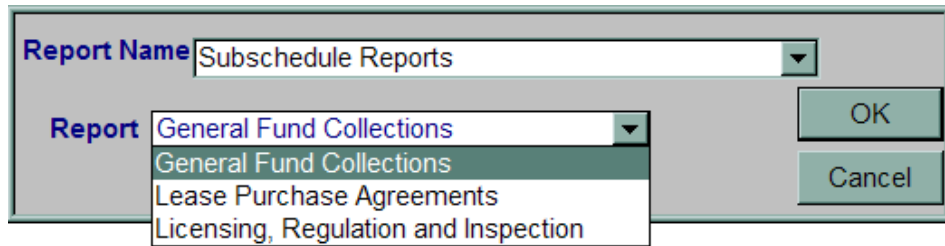
Report Name	Schedule Information	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Save Profile"/> <input type="button" value="Delete Profile"/>
Version:	2009-A-04-00108 Admin <input type="checkbox"/>	
Sub Sched	OCP Other Capital Payments	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11Optional Request	
	Request Plus Optionals	

CRSR - Subschedule Reports

Provides reports from non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

Samples of the reports are included at the end of this chapter.

**SUBSCH1 – Subschedule Info**

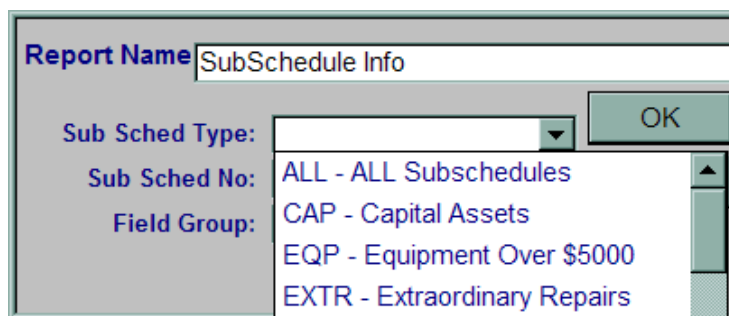
Provides a report containing the data entered on the info tabs of the selected subschedules.

Samples of the reports are included at the end of this chapter.

In order to generate a report for the Capital Assets, Equipment over \$5,000, Extraordinary Repairs, Grants Summary, IT Equipment > \$5,000, Other Capital Payments, or Operating Expense subschedules:

“Subschedule Type” – Select the subschedule

“SubSched No” - Select the desired item from the subschedule



Miscellaneous Reports

SR01 – Reporting Levels

The reporting levels report can be sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in BARS.

The screenshot shows a configuration window for the 'Reporting Levels' report. It includes a 'Report Name' dropdown set to 'Reporting Levels', an 'Agcy No' dropdown set to '00110 OFFICE OF MANAGEMENT AND BUDGET', and a 'Sort By' dropdown set to 'Reporting Level'. There are 'OK' and 'Cancel' buttons on the right side.

SR04 and SR04S Change Package Summary and Summary by Line reports

This report lists all base and optional change packages. It can be generated at the agency level, by reporting level and by line. In addition, the report can be generated for each of the change types A through G by selecting the “Chg Grp” dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.

The screenshot shows a configuration window for the 'Change Package Summary by Line' report. It includes a 'Report Name' dropdown set to 'Change Package Summary by Line', a 'Version' field with '2009-A-04-00108', and checkboxes for 'Code Type Rollup' and 'Admin'. There are 'OK' and 'Cancel' buttons on the right. Below these are several dropdown menus for 'Rptng Lvl', 'Column 2' through 'Column 7', 'Code1', 'Code2', 'Chg Type', and 'Chg Grp'. At the bottom, there is a list of 'Incl Ind' options: 'A Base Budget Change', 'B Base Budget One-Time', and 'C Optional Change'. There are also 'Save Profile' and 'Delete Profile' buttons on the right side.

Submitting Budget Request

CRVA – Validate Agency Version

This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.

1 Subschedule	2 Change Package Description	3 Line Description	4 Object Number	5 Reporting Level Description	6 Amount	7	8
Adjustments in Optionals column							
CAP	Change Description 1	CAPITAL ASSETS	CP6820	Facility Management	\$10,000		
CAP	Change Description 2	CAPITAL ASSETS	CP6820	Administration	\$5,000		

SR05N – Budget Request – Negative Values This report will identify any negative numbers in the budget request. Budgets will not be accepted with negative numbers in the following columns:

Column 1 - 2005-07 Biennium Expenditures
 Column 2 - 2007-09 First Year Expend.
 Column 3 - 2007-09 Biennium Balance
 Column 4 - 2007-09 Biennium Approp
 Column 5 - Curr Bien Approp (pyrll only)

Column 6 - Payroll from Subschedule
 Column 9 - Costs to Cont Base Operations
 Column 11 - 2009-11 Budget Request
 Column 12 - 2009-11 Optional Budget Chgs
 Column 13 - 2009-11 Base & Optional Req

Report Name Budget Request - Negative Values

Version 2009-A-04-00108

Code Type Rollup ☐ Admin ☐

Rptng Lvl (All)

Column 2 2005-07 Biennium Expenditures

Column 3 (None)

Column 4 2005-07 Biennium Expenditures

Column 5 2007-09 First Year Expenditures

Column 6 2007-09 Biennium Balance

Column 7 2007-09 Biennium Approp

Column 8 Curr Bien Approp (pyrll only)

Column 9 Payroll from Subschedule

Column 10 Cost to Continue Payroll

Column 11 Cost to Continue Adjustments

Column 12 Cost to Continue Base Operations

Column 13 2009-11 Base Budget Changes

2009-11 Budget Request

SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. It will provide an “Error Message” describing where the problem occurs, such as which column, which subschedule, which account code, etc.

2007 BIEN / 3/22/2006 4:56 PM		SR06 - Budget Validation	Page 1 of 3
Schedule Grants Summary			
Reporting Level & Line Id		Error Message	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Changes, 04.	
Schedule Capital Projects			
Reporting Level & Line Id		Error Message	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 01.	
Schedule Grants Summary			
Reporting Level & Line Id		Error Message	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 05.	
Schedule Capital Projects			
Reporting Level & Line Id		Error Message	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Optional Request, 02.	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: Request Plus Optionals, 03.	
Schedule Grants Summary			
Reporting Level & Line Id		Error Message	
Administration 03-110-100-00-00-00-00000000		Funding Amounts does not Equal Budgeted Amounts for column: Request Plus Optionals, 07.	
Schedule Capital Projects			
Reporting Level & Line Id		Error Message	
Facility Management		Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 01.	

Publications

Reports containing narrative are accessed through the Publications. These reports are opened as a Word document. If edits are made to those reports, they can not be saved in BARS, only in Word. Following is the navigation path and a brief explanation for each report. To view a report once it is generated, select the report and click the “Edit” button at the bottom of the screen. Sample reports are located at the end of this chapter.

Navigation

Publications => Budget Books => Select Report:

A - Agency Overview provides a report containing all agency narrative.

Create =>

=>Are you sure you want to create this new document? YES

or =>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the “Name” column

=>Process complete (1) file completed, (0) errors. OK

C - Change Package Narrative provides the narrative included with each change package

Create =>

=>Are you sure you want to create this new document? YES

or =>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the "Name" column

=>Process complete (1) file completed, (0) errors. OK

IT1 - IT Plan report provides the narrative entered for each project

Create=>Narrative/Data Merge window: Select agency number=>Create

=>Are you sure you want to create this new document? YES or

=>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the "Name" column

=>Process complete (1) file completed, (0) errors. OK

P - Program Narrative report provides the narrative entered for each program

Create =>

=>Are you sure you want to create this new document? YES or

=>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the "Name" column

=>Process complete (1) file completed, (0) errors. OK

SP – Subschedule Publication report provides the narrative entered for each subschedule

Create =>

=>Are you sure you want to create this new document? YES or

=>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the "Name" column

=>Process complete (1) file completed, (0) errors. OK

SSN - Subschedule Narrative report provides a separate report for each item included in the subschedules.

Create=>

=>Select project or item from Subschedule Narrative Selection=>Create

=>Are you sure you want to create this new document? YES OR

=>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the "Name" column

=>Process complete (1) file completed, (0) errors. OK

Chapter Twelve: Glossary

Account - A subdivision of a fund. An account is a classification by which information on particular financial transactions and financial resources is recorded and arranged.

Addition - Extension, enlargement, or expansion made to an existing asset.

Agency Budget Number - The three-digit number assigned to each Business Unit by OMB.

Agency or Business Unit - A principal, functional, and administrative entity created by statute within state government.

Aid to Political Subdivisions - A category of appropriations and expenditures used to identify payments to local governments, school districts, and other local entities.

Allotment - A procedure under which appropriated funds are restricted when resources appear insufficient to cover appropriations. Allotment, authorized by NDCC 54-44.1-12, is intended to assure that expenditures do not exceed available resources during a biennium.

Appropriation - A legislative authorization to expend resources. An appropriation specifies the amount of money to be used for a particular purpose during a period of time, usually one biennium.

Appropriation Authority – Authorization in an Appropriation Act for an agency to expend funds.

Appropriation Bill - A bill through which appropriations are given legal effect.

Balanced Budget - A budget in which estimated expenditures for the fiscal year are equal to or less than projected revenues for the same period. In certain situations, a balanced budget may include the beginning balance in projected revenues.

BARS - Budget Analysis and Reporting System.

Base Budget Request - The statement with accompanying explanations in which a state agency sets forth its financial requirements and plans for a biennium within constraints set by the Governor.

Biennium - The period of two state fiscal years for which the budget is written. For example, the 2009-11 budget covers the period July 1, 2009 to June 30, 2011.

Budget - The complete financial plan for the state for the fiscal period, as proposed in the executive recommendation and modified and adopted by the Legislature in appropriation and revenue acts.

Budget Account Code - A six digit code used for accounting and budgeting purposes, in lieu of a written description, to describe the specific items anticipated to be purchased in the budget, or purchased within various expenditure categories. Codes are assigned by OMB. A budget account code is a rollup of detail account codes.

Budget Document - The instrument used by OMB and the Governor to present a comprehensive financial program to the Legislature. The budget document consists of three parts. The first contains a summary of proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. The third part is the necessary legislation to put the budget into effect including appropriation, revenue and borrowing measures.

Budget Level - Consists of one or more department numbers (accounting cost centers) and represents a major program or subprogram.

Budget Message - A general discussion of the proposed budget as presented in writing by the Governor to the Legislature. The budget message contains an explanation of the principal budget items, an outline of the government's experience during the past period, its financial status at the time of the message and recommendations regarding the financial policy for the coming biennium.

Budget Request - The statement with accompanying explanations that a state agency uses to set forth its financial requirements and plans for a biennium.

Budget Request Checklist – The BARS menu listing all subschedules to be completed before the budget request can be submitted.

Budget Request Summary – The BARS subschedule that summarizes the budget request by reporting level.

Budget Stabilization Fund (Rainy Day Fund) - A special fund with reserve dollars to be used only in time of great need.

Budget Version – A variation of a budget request separately identified in BARS. A different budget version exists at various stages of the budget process. These include download versions that are the starting point of the budget process, agency work-in-progress versions, the budget request, OMB analyst work-in-progress versions, and the Governor's recommendations.

Capital Assets – Expenditures for capital projects, extraordinary repairs and equipment over \$5,000. In BARS, capital assets are the subschedules that summarize the budget request for capital projects, extraordinary repairs, equipment over \$5,000, IT equipment over \$5,000, and other capital payments.

Capital Budget - The portion of the budget devoted to proposed additions and repair of buildings and land and the means of financing those assets. The capital budget portion of the budget includes money for building new state facilities and making improvements to existing facilities.

Capital Projects - Expenditures for new construction, additions, restorations, and demolitions of buildings and infrastructure.

Capital Carryover - The unexpended balance of an appropriation, remaining at the end of the biennium, approved for expenditure by the carryover committee.

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government, prepared in conformity with GAAP and organized into a financial reporting pyramid.

Connect ND – Name of the project which replaced North Dakota’s administrative computer system.

Continuing Appropriation - Statutory authorization for an agency to accept revenue and make expenditures that are not subject to the biennial appropriation process. In BARS, the subschedule that provides the statutory authority and the estimated revenues and expenditures for each continuing appropriation fund.

Debt Limitation - Constitutionally or statutorily imposed limits on state obligations.

Debt Service - A category of appropriations and expenditures used for the payment of principal and interest on debt.

Dedicated Fund - A fund that receives and expends revenue collected by the state for a specific purpose.

Dedicated Tax - A tax levied to support a specific government program or purpose.

Deficiency Appropriation - An appropriation used to meet obligations not foreseen when the biennial budget was enacted and for which the costs would exceed available spending authorizations. It might add to a previously authorized appropriation anticipated to be inadequate, or provide a new appropriation to finance an existing or anticipated liability for which no appropriation exists.

Deficit - The amount by which spending exceeds income within a given fiscal period.

Demolition - All expenditures associated with tearing down an existing building or structure.

Department ID - Provides a means for entering and tracking accounting data. It is the lowest level of detail for accumulating costs.

Direct Costs - Costs specifically traceable to certain goods, services, units, programs, activities, or functions. Direct costs differ from indirect costs in that the latter cannot be specifically traced and so must be allocated on some systematic and rational basis.

Enterprise Resource Planning (ERP) – An administrative software system that covers the entire enterprise.

Executive Recommendation - The Governor's constitutionally mandated plan of appropriations, expenditures, and cash disbursements, along with estimates of revenues and cash receipts expected to be available to support those expenditures.

Expenditure - Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. An expenditure occurs when the liability is incurred for goods and services received regardless of when the money is disbursed.

Extraordinary Repair - Relatively large expenditures for repairs that benefit more than one operating cycle or period. Extraordinary repairs are non-recurring in nature and increase the value or service life of the asset.

Federal Funds - Funds received or requested directly from the federal government, or federal funds passed through from another state entity.

Fiscal Note - The statement of fiscal impact (revenue and/or expenditure) that a proposed bill will have on the state, its political subdivisions, or the citizens of the state.

Fiscal Year - The state fiscal year runs from July 1 through June 30. The federal fiscal year runs from October 1 through September 30. The fiscal year for counties and cities is the calendar year.

Fringe Benefits - Payments made by the state for retirement, social security, health insurance, workers compensation, and unemployment insurance.

Full-time Equivalent (FTE) Position - A full-time position approved by the Legislature. A full-time work year is 40 hours per week, 52 weeks per year.

Fund - A fiscal entity segregating the financial resources of the state. Monies in a fund may be used for a specific purpose as provided by law. Each fund is a self-balancing set of accounts recording resources, obligations, reserves, and equities in accordance with GAAP.

Fund Number - A three-digit code assigned by OMB to each fund for accounting purposes.

Funding - The source of operating revenue for a department. The three categories for funding are general, federal, and special.

Funding Reallocation – The BARS feature allowing an agency to allocate the funding source percentages for an entire agency, reporting level, or line item. The feature can also be used to allocate the funding source percentages for a particular object code (account code [PS]).

General Fund - The major operating fund of the state that receives all state income not earmarked for a particular program or activity and not specified by law to be deposited into another fund.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

Goal - A long-term (multi-year) vision of the future; the general end towards which efforts are directed.

Governmental Accounting Standards Board (GASB) - An independent, professional body that establishes standards for accounting and financial reporting applicable to state and local governmental entities.

Improvement (or betterment) - The removal of a major part or component of an asset and the substitution of a different part or component having significantly improved and superior performance capabilities.

Indirect Costs - The elements of cost necessary in the production of goods or services that are not directly traceable to the product or service.

Information Technology (IT) Plan – A plan identifying information technology projects for the upcoming biennium. Planned expenditures for hardware, software, communications, applications development, training, and operating expenses related to information technology should be reported in the technology plan. The Information Technology Plan is required per chapter 54-44.2 of the North Dakota Century Code. The IT Capture sub schedule in BARS encompasses the IT plan.

Internal Controls - Methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. Internal controls encompass both internal administrative controls and internal accounting controls.

IT Capture – Name of the BARS subschedule encompassing the agency IT plan. IT Capture includes both IT infrastructure and projects.

IT Infrastructure – When used in the BARS IT Plan, this term refers to the ongoing day-to-day cost of running an agency's IT environment. Typically, infrastructure costs include the salaries and expenses for agency IT staff.

Line Item (Class [PS]) - A line item is a subdivision of an appropriation such as salaries and wages, operating expenses, and capital assets.

Matching Funds - A type of grant requiring the government or agency receiving the grant to commit a certain amount of funding to the program before funds will be made available by the granting entity.

Mission - A broad statement of the overall purpose of an agency's existence including what they do, why they do it, and for whom they do it.

Navigation Path - The menu options a user must select to access a particular screen.

Non-appropriated - Revenues or expenditures of governmental entities that are not subject to the appropriation process.

Non-recurring Revenues - Revenues available during a fiscal period that will not be available in subsequent fiscal periods.

Operating Budget - Plans of current expenditures and the proposed means of financing them. For the State of North Dakota, this is the proposed plan of funds necessary to run a program, excluding the cost of capital construction.

Operating Maintenance - Expenditures for maintenance and ordinary repairs to keep assets in usable condition. Operating maintenance is either recurring or incurred on a continuous basis, not capitalized, and involves dollar amounts less than \$1,500. Examples include paint, floor wax, lubrication, cleaning supplies, and air filters.

Optional Request - The statement with accompanying explanations in which a state agency sets forth its financial requirements that exceed the base budget constraints set by the Governor.

Other Funds - Non-general fund amounts appropriated by the Legislature, which include all federal and special funds.

Pay Plan - The schedule of employees' salaries and benefits used in developing the salaries and wages line item.

Peoplesoft Financials - Name of the computerized system used in North Dakota state government to account for all financial transactions.

Peoplesoft HR/Payroll - Name of the computerized system used in North Dakota state government to account for all human resource and payroll transactions.

Preparation Level - The detail level at which the budget request is entered.

Performance Measure - The gauge used to measure progress towards a stated goal.

Position Detail Data – The BARS subschedule used to enter all payroll information for the budget request biennium.

Projects – When used in the BARS IT Plan, this term refers to IT expenditures that are necessary to meet a changing or new business requirement.

Program - A functional unit of activity representing the basic budget unit used to describe and account for services provided by state government. Programs have an identifiable objective that can be evaluated for performance.

Program Objective – The ultimate purpose of a program, towards which efforts are directed, stated in terms of a measurable result.

Receipts - A general term for cash received which may either satisfy a receivable, or be a conversion of another asset or a refund of a prior expenditure.

Receivable - An anticipated sum of money treated as revenue even though it is not in hand. Such sums are available for expenditure by state agencies when properly authorized. The establishment of a receivable amount results in an increase in an asset balance.

Renovation - Substantial changes to an asset bringing it to a condition better than it was when originally built.

Replacement - Involves the removal of a major part or component of an asset and the substitution of a new part or component of essentially the same type and performance capabilities.

Reporting Level - A 16-digit number grouped into seven different "layers" by hyphens used to identify the agency, major program level, and cost center in BARS. By using the seven different layers, reports can be generated at any level from accounting cost center to statewide summarization.

Restoration - An expenditure to bring an asset back to its original condition or state.

Revenue Estimates - Projections of anticipated state revenue for the current and future biennia.

Revolving Fund (Account) - A fund (or an account within any fund) established to finance (1) state activities of a business or commercial nature or (2) the operation of an intra governmental service agency or enterprise, which generates receipts (income) from the sale of commodities or services. Such receipts are available for the continuing operation of the activity or enterprise.

Security Level - A code used by the BARS system to control data access.

Special Funds - Monies derived from sources such as local governmental units, special funds, departmental collections, and private contributors.

Special Fund Balance – The BARS subschedule used to prepare special fund statements for the current and budget request bienniums for special funds used by the agency.

Strategic Plan - An action-oriented guide developed through an examination of internal and external factors that directs goal-setting and resource allocation to achieve meaningful results over time.

Subschedule Copy – The BARS feature that allows the user to copy data from one version to another. This feature may be used to copy previous biennium data, such as narrative, into a working version.

Success Indicator - The gauge used to measure progress towards a stated goal.

Surplus - The amount income exceeds spending within a given fiscal period.

Telecommute Analysis – The BARS subschedule, required by legislative directive, to be completed for all positions in the budget request that are new, vacant pending reclassification, proposed to be relocated, or proposed to be assigned to a new program. The subschedule compares the costs associated with filling the position in a central office setting and a telecommute setting.

Transfers - The movement of cash or other resources between funds, as legally authorized.

Trust Funds - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, or other funds.

Unexpended Appropriated Balance - The appropriated authority minus actual expenditures. The same amount as the portion of an appropriation not yet expended.

User Taxes and Fees - Charges associated with using a particular service or facility (e.g., park entrance fees, highway tolls).

Version Control – The BARS screen, accessible from the BARS application window, used to select, create, or delete versions of a budget.

Veto - The constitutional authority of the Governor to disapprove bills passed by the Legislature. The *line item veto* is the authority of the Governor to disapprove any item or items of appropriation while approving the rest of the appropriation bill. The Legislature may override a veto or line item veto with a vote of at least two-thirds of the members of each House.

ND Office of Management and Budget State Agency and Analyst List

September 17, 2007

Pam Sharp	328-4606	Sheila Peterson	328-4905	Sandy (Paulson) Deis	328-2148
Tammy Dolan	328-4947	Joe Morrisette	328-1024	Lori Laschkewitsch	328-2685

<u>Budget No.</u>	<u>Agency</u>	<u>OMB Analyst</u>
101	Office of the Governor	Sandy (Paulson) Deis
108	Office of the Secretary of State	Tammy Dolan
110	Office of Management and Budget	Lori Laschkewitsch
112	Information Technology Dept	Lori Laschkewitsch
117	Office of the State Auditor	Tammy Dolan
120	Office of the State Treasurer	Lori Laschkewitsch
125	Office of the Attorney General	Sandy (Paulson) Deis
127	Office of the State Tax Commissioner	Sandy (Paulson) Deis
140	Office of Administrative Hearings	Tammy Dolan
150	Legislative Assembly	Tammy Dolan
160	Legislative Council	Tammy Dolan
180	Judicial Branch	Sandy (Paulson) Deis
188	Commission on Legal Counsel of Indigents	Sandy (Paulson) Deis
190	Retirement and Investment Office	Lori Laschkewitsch
192	Public Employees Retirement System	Lori Laschkewitsch
201	Department of Public Instruction	Joe Morrisette
215	North Dakota University System	Sandy (Paulson) Deis
226	State Land Department	Joe Morrisette
227	Bismarck State College	Sandy (Paulson) Deis
228	Lake Region State College	Sandy (Paulson) Deis
229	Williston State College	Sandy (Paulson) Deis
230	University of North Dakota	Sandy (Paulson) Deis
232	UND Medical Center	Sandy (Paulson) Deis
235	ND State University	Sandy (Paulson) Deis
238	ND State College of Science	Sandy (Paulson) Deis
239	Dickinson State University	Sandy (Paulson) Deis

ND Office of Management and Budget State Agency and Analyst List

September 17, 2007

Pam Sharp	328-4606	Sheila Peterson	328-4905	Sandy (Paulson) Deis	328-2148
Tammy Dolan	328-4947	Joe Morrisette	328-1024	Lori Laschkewitsch	328-2685

<u>Budget No.</u>	<u>Agency</u>	<u>OMB Analyst</u>
240	Mayville State University	Sandy (Paulson) Deis
241	Minot State University	Sandy (Paulson) Deis
242	Valley City State University	Sandy (Paulson) Deis
243	Minot State University - Bottineau	Sandy (Paulson) Deis
244	ND Forest Service	Sandy (Paulson) Deis
250	State Library	Joe Morrisette
252	School for the Deaf	Joe Morrisette
253	ND Vision Services / School for the Blind	Joe Morrisette
270	Dept. of Career and Technical Education	Joe Morrisette
301	ND Department of Health	Lori Laschkewitsch
313	Veterans Home	Lori Laschkewitsch
316	Indian Affairs Commission	Sandy (Paulson) Deis
321	Department of Veterans Affairs	Lori Laschkewitsch
325	Department of Human Services	Lori Laschkewitsch
360	Protection and Advocacy Project	Lori Laschkewitsch
380	Job Service North Dakota	Tammy Dolan
401	Office of the Insurance Commissioner	Joe Morrisette
405	Industrial Commission	Tammy Dolan
406	Office of the Labor Commissioner	Tammy Dolan
408	Public Service Commission	Tammy Dolan
412	Aeronautics Commission	Tammy Dolan
413	Dept of Financial Institutions	Tammy Dolan
414	Securities Department	Tammy Dolan
471	Bank of North Dakota	Tammy Dolan
473	North Dakota Housing Finance Agency	Tammy Dolan
475	North Dakota Mill and Elevator Association	Tammy Dolan

ND Office of Management and Budget State Agency and Analyst List

September 17, 2007

Pam Sharp	328-4606	Sheila Peterson	328-4905	Sandy (Paulson) Deis	328-2148
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<u>Budget No.</u>	<u>Agency</u>	<u>OMB Analyst</u>
485	Workforce Safety and Insurance	Sandy (Paulson) Deis
504	Highway Patrol	Joe Morrisette
530	Department of Corrections and Rehabilitation	Joe Morrisette
540	Office of the Adjutant General	Tammy Dolan
601	Department of Commerce	Sandy (Paulson) Deis
602	Department of Agriculture	Sandy (Paulson) Deis
616	State Seed Department	Tammy Dolan
627	Upper Great Plains Transportation Institute	Tammy Dolan
628	Branch Research Centers	Tammy Dolan
630	NDSU Extension Service	Tammy Dolan
638	Northern Crops Institute	Tammy Dolan
640	NDSU Main Research Center	Tammy Dolan
649	Agronomy Seed Farm	Tammy Dolan
665	North Dakota State Fair	Tammy Dolan
670	ND Racing Commission	Sandy (Paulson) Deis
701	State Historical Society	Joe Morrisette
709	Council on the Arts	Joe Morrisette
720	Game and Fish Department	Joe Morrisette
750	Department of Parks and Recreation	Joe Morrisette
770	State Water Commission	Tammy Dolan
801	Department of Transportation	Joe Morrisette

Billing Rates

Office of Management and Budget – 110

	2007-09 Rates	Projected 2009-11 Rates
Printing Costs	3% per year	9% per year
Supplies	N/A	4% per year
Postal Rates	N/A	*Based on the Consumer Price Index
Risk Management: General Rates	2007-09 Rates and 2009-11 Projected Rates Comparison Attached	
Risk Management: Vehicle Liability Contributions	See Table Below for Total Contributions Required for 2009-2011	

*See United States Postal Service website www.usps.com/prices/

Printing Costs: Central Duplicating charges for materials used in print jobs, such as paper, staples, binding, etc. at inventory cost. Labor for the various functions such as printing, drilling, collating, padding, mailing, etc. is billed separately from materials. It is difficult to predict what the cost of materials will be but it is anticipated that those costs will increase at a minimum at the current inflation rate of about 4%. The labor rate will increase by 5% to cover increasing labor costs such as legislative-approved salary increases and health insurance premiums. These two factors comprise the 9% per year increase in the billing rate.

Supplies: Costs for items ordered from Central Supply are billed at term contract prices plus an overhead charge to cover operating costs, including labor. It is difficult to predict cost increases when new term contracts are awarded; however, the overhead charge is not expected to increase. Agencies should plan for product increases, at minimum, at the current inflation rate of about 4% per year.

Risk Management Vehicle Liability Contributions	
Agency Name	Total Contributions Required 2009-2011
Department of Transportation	848,038.00
Office of the Attorney General	11,018.00
Adjutant General	456.00
Mill & Elevator	768.00
North Dakota State University	20,592.00
State Hospital	768.00
University of North Dakota	17,655.00
Valley City State University	768.00
Parole and Probation	768.00
Dickinson State University	259.00
Game & Fish Department	298.00
Parks & Recreation	7,353.00
State Penitentiary	171.00
Water Commission	342.00
Total Vehicle Liability Contributions	909,254.00

	2007-09 Rates		Projected 2009-11 Rates	
Public Notice Newspaper Rates	2007 Rates	2008 Rates	2009 Rates	2010 Rates
Line Rate All Papers	\$.64	\$.65	\$.67	\$.69
Column Inch Large Daily	\$10.30	\$10.51	\$10.82	\$11.14
Column Inch Small Daily	\$7.00	\$7.14	\$7.35	\$7.57
Column Inch Weekly	\$5.15	\$5.25	\$5.41	\$5.57

	2007-09 Rates		Projected 2009-11 Rates	
Space Rental Costs	Office Space	Storage Space	Office Space	Storage Space
Capitol/J-wing	\$9.38	\$1.31	\$8.97	\$1.36
Library	\$7.77	\$1.65	\$8.54	\$1.16
State Office Building	\$6.89	\$1.43	\$7.65	\$2.14
DOT Building	\$6.34	\$1.69	\$5.46	\$1.26

Information Technology Department – 112

	2007-09 Rates	Projected 2009-11 Rates
ITD Rates	2007-09 Rates and 2009-11 Projected Rates Comparison Attached	

Office of Attorney General – 125

	2007-09 Rate Per Hour	Projected 2009-11 Rate Per Hour
Main Office Attorney	\$ 68.34	\$ 73.81
Consolidated Attorney	\$ 67.34	\$ 72.73
Paralegal	\$ 40.01	\$ 43.21
Fire Marshall	\$ 47.71	\$ 51.53

Office of Administrative Hearings – 140

Current Rates	Projected 2009-11 Rates
\$93.29	\$92.25 - \$100.00 (To be determined after close of 2007-09 Biennium)

Office of Insurance Commissioner – 401

Fire & Tornado Premiums	2007-09 Rates	Projected 2009-11 Rates
Buildings	8 – 10% increase per year	8 – 10% increase per year**
Contents	3 – 4% increase per year	3 – 4% increase per year**

****It is recommended that each policyholder factor in an annualized six percent (6%) increase in premium based on appreciated property value.**

Department of Transportation – 801

Fleet Services	2007-09 Rates and 2009-11 Projected Rates Comparison Attached
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STATE OF NORTH DAKOTA
GENERAL LIABILITY - RISK MANAGEMENT
AGENCY ALLOCATION COMPARISON FOR 2007-09 AND 2009-11

A	B	C	D	C	D
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	GL ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	GL ALLOCATION FOR BIENNIUM 2009-11 (1)
STATE AGENCIES:					
OFFICE OF THE GOVERNOR - 101	101	36.0	3,142	36.0	2,033
OFFICE OF THE SECRETARY OF STATE - 108	108	52.0	4,299	54.0	2,869
OFFICE OF MANAGEMENT & BUDGET - 110	110	201.0	12,071	202.0	9,326
INFORMATION TECHNOLOGY DEPARTMENT - 112	112	530.4	30,094	612.4	22,597
OFFICE OF THE STATE AUDITOR - 117	117	110.0	7,110	109.6	4,902
CENTRAL SERVICES - 118	118	62.0	4,299	64.0	2,869
OFFICE OF THE STATE TREASURER - 120	120	12.0	661	14.0	717
OFFICE OF THE ATTORNEY GENERAL - 125	125	370.6	39,684	373.4	24,629
OFFICE OF THE STATE TAX COMMISSIONER - 127	127	266.0	15,212	266.0	10,521
OFFICE OF ADMINISTRATIVE HEARINGS - 140	140	16.0	992	16.0	717
LEGISLATIVE COUNCIL - 160	160	66.0	4,961	66.0	3,109
SUPREME COURT - 181	181	112.0	9,590	90.0	4,663
TRIAL COURTS - 182	182	552.0	31,251	578.0	22,836
JUDICIAL CONDUCT COMMISSION - 183	183	8.0	661	8.0	717
COMMISSION ON LEGAL COUNSEL OF INDIGENTS - 188	188	29.0	3,105	38.0	1,793
RETIREMENT & INVESTMENT OFFICE - 190	190	34.0	2,480	34.0	1,554
PUBLIC EMPLOYEES RETIREMENT OFFICE - 192	192	60.0	4,299	66.0	3,109
DEPARTMENT OF PUBLIC INSTRUCTION - 201	201	185.5	10,913	189.5	7,891
ND UNIVERSITY SYSTEM OFFICE - 215	215	38.4	2,811	42.6	1,793
STATE LAND DEPARTMENT - 226	226	37.5	2,480	37.5	1,793
BISMARCK STATE COLLEGE - 227	227	210.8	18,321	221.9	10,999
LAKE REGION STATE COLLEGE - 228	228	61.0	6,487	65.9	4,065
WILLISTON STATE COLLEGE - 229	229	77.6	5,706	82.2	3,467
UNIVERSITY OF NORTH DAKOTA - 230	230	1,274.5	105,814	1,250.6	59,540
UND MEDICAL CENTER - 232	232	311.5	20,885	289.8	12,434
ND STATE UNIVERSITY - 235	235	996.2	63,686	1,031.5	47,584
ND STATE COLLEGE OF SCIENCE - 238	238	313.5	24,875	314.5	14,347
DICKINSON STATE UNIVERSITY - 239	239	243.2	17,046	182.2	7,413

A	B	C	D GL	C	D GL
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	ALLOCATION FOR BIENNIUM 2009-11 (1)
MAYVILLE STATE UNIVERSITY - 240	240	111.8	7,830	110.8	4,424
MINOT STATE UNIVERSITY - 241	241	369.7	27,161	379.6	16,021
VALLEY CITY STATE UNIVERSITY - 242	242	156.3	9,273	173.7	8,010
MINOT STATE UNIVERSITY - BOTTINEAU CAMPUS - 243	243	62.2	3,981	63.5	2,511
ND FOREST SERVICE - 244	244	35.9	2,773	36.8	1,554
STATE LIBRARY - 250	250	57.5	3,968	59.5	2,869
SCHOOL FOR THE DEAF - 252	252	98.4	7,441	87.9	4,185
SCHOOL FOR THE BLIND - 253	253	54.0	3,472	56.0	2,511
STATE BOARD FOR VOCATIONAL & TECHNICAL EDUCATION - 270	270	55.0	3,472	55.0	2,511
ND DEPARTMENT OF HEALTH - 301	301	623.0	60,684	667.0	39,933
VETERANS HOME - 313	313	178.8	10,913	181.9	7,652
INDIAN AFFAIRS COMMISSION - 316	316	6.0	331	9.0	478
DEPARTMENT OF VETERANS AFFAIRS - 321	321	12.0	992	14.0	717
DHS CENTRAL OFFICE AND SERVICE CENTERS	325XX	2,343.8	116,407	2,616.7	102,103
STATE HOSPITAL	32590	852.0	50,432	931.0	33,835
DEVELOPMENTAL CENTER	32595	901.1	46,133	899.1	30,129
PROTECTION AND ADVOCACY PROJECT - 360	360	51.0	5,291	55.0	4,424
JOB SERVICE NORTH DAKOTA - 380	380	734.3	39,684	560.0	19,488
OFFICE OF THE INSURANCE COMMISSIONER - 401	401	93.0	11,409	93.0	6,934
INDUSTRIAL COMMISSION - 405	405	102.7	7,771	110.7	5,141
OFFICE OF THE LABOR COMMISSIONER - 406	406	22.0	2,480	22.0	1,554
PUBLIC SERVICE COMMISSION - 408	408	82.0	7,110	82.0	5,858
AERONAUTICS COMMISSION - 412	412	12.0	1,323	10.0	717
DEPARTMENT OF BANKING & FINANCIAL INSTITUTIONS - 413	413	54.0	3,472	54.0	2,511
OFFICE OF THE SECURITIES COMMISSIONER - 414	414	18.0	1,323	18.0	956
BANK OF NORTH DAKOTA - 471	471	357.0	20,669	353.0	13,630
NORTH DAKOTA HOUSING FINANCE AGENCY - 473	473	86.0	5,787	86.0	3,826
NORTH DAKOTA MILL AND ELEVATOR ASSOCIATION - 475	475	254.0	56,881	256.0	43,400
WORKERS COMPENSATION BUREAU - 485	485	446.3	25,464	474.3	18,173
HIGHWAY PATROL - 504	504	372.0	54,566	382.0	34,553
STATE RADIO COMMUNICATIONS - 506	506	64.8	4,299		
DIVISION OF EMERGENCY MANAGEMENT - 512	512	43.2	2,811	114.0	5,380
EMERGENCY MANAGEMENT SUBTOTAL		108.0	7,110		

A	B	C	D GL	C	D GL
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	ALLOCATION FOR BIENNIUM 2009-11 (1)
DEPARTMENT OF CORRECTIONS & REHABILITATION - 530	530	1,354.6	236,286	1,422.6	152,796
ADJUTANT GENERAL - 540	540	334.0	20,669	340.0	14,467
NORTH DAKOTA DEPARTMENT OF AGRICULTURE - 602	602	122.0	8,764	135.0	6,098
STATE SEED DEPARTMENT - 616	616	64.0	5,787	60.0	4,424
UPPER GREAT PLAINS TRANSPORTATION INSTITUTE - 627	627	10.9	754	10.4	478
NDSU EXTENSION SERVICE - 630	630	268.1	14,008	267.1	8,847
NORTHERN CROPS INSTITUTE - 638	638	9.2	802	9.1	478
NDSU MAIN RESEARCH STATION - 640	640	526.9	27,421	521.8	16,499
DICKINSON RESEARCH CENTER - 641	641	32.9	2,146	37.8	1,674
CENTRAL GRASSLANDS RESEARCH CENTER - 642	642	15.3	955	12.2	598
HETTINGER RESEARCH CENTER - 643	643	7.4	499	16.2	837
LANGDON RESEARCH CENTER - 644	644	12.2	767	13.5	598
NORTH CENTRAL RESEARCH CENTER - 645	645	15.1	1,170	20.2	1,315
WILLISTON RESEARCH CENTER - 646	646	14.4	928	19.7	956
CARRINGTON RESEARCH CENTER - 647	647	22.5	1,481	29.0	1,196
AGRONOMY SEED FARM - 649	649	0.0	0	0.0	0
NORTH DAKOTA STATE FAIR - 665	665	34.0	9,506	42.0	7,174
STATE HISTORICAL SOCIETY - 701	701	114.0	7,375	120.0	5,141
COUNCIL ON THE ARTS - 709	709	10.0	1,311	10.0	717
GAME AND FISH DEPARTMENT - 720	720	304.0	17,864	312.0	13,271
DEPARTMENT OF TOURISM - 740	740	24.4	1,639		
ECONOMIC DEVELOPMENT AND FINANCE	EDF	53.1	3,472	132.0	3,348
COMMUNITY SERVICES	CS	46.5	2,811		2,869
DEPARTMENT OF COMMERCE SUBTOTAL		124.0	7,922		
DEPARTMENT OF PARKS & RECREATION - 750	750	93.0	6,720	101.0	6,098
STATE WATER COMMISSION - 770	770	168.0	38,351	168.0	23,792
DEPARTMENT OF TRANSPORTATION - 801	801	2,089.0	344,007	2,105.0	215,326
TOTAL - STATE AGENCIES		20,722.0	1,814,033	21,251.6	1,205,274

A	B	C	D GL	C	D GL
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	ALLOCATION FOR BIENNIUM 2009-11 (1)
AUXILIARY SERVICES/OFF-BUDGET					
ND UNIVERSITY SYSTEM OFFICE - 215	215	3.3	241	4.4	478
BISMARCK STATE COLLEGE - 227	227	342.8	29,533	335.0	18,771
LAKE REGION STATE COLLEGE - 228	228	108.4	11,434	115.0	7,771
WILLISTON STATE COLLEGE - 229	229	66.3	4,833	78.3	3,706
UNIVERSITY OF NORTH DAKOTA - 230	230	3,602.9	296,490	3,537.7	185,077
UND MEDICAL CENTER - 232	232	571.4	37,972	532.6	25,586
ND STATE UNIVERSITY - 235	235	2,625.0	166,323	2,587.6	131,276
ND STATE COLLEGE OF SCIENCE - 238	238	378.4	29,757	334.2	17,456
DICKINSON STATE UNIVERSITY - 239	239	297.0	20,635	291.9	13,151
MAYVILLE STATE UNIVERSITY - 240	240	202.2	14,036	185.7	8,369
MINOT STATE UNIVERSITY - 241	241	449.5	32,735	461.0	21,999
VALLEY CITY STATE UNIVERSITY - 242	242	141.9	8,345	154.2	8,130
MiSU-BOTTINEAU CAMPUS - 243	243	48.9	3,101	58.7	2,869
ND FOREST SERVICE - 244	244	24.1	1,840	17.2	956
DEPARTMENT OF VETERANS AFFAIRS - 321	321	0.0	0	0.0	0
UPPER GREAT PLAINS TRANSPORTATION INSTITUTE - 627	627	77.6	5,364	99.0	4,424
NDSU EXTENSION SERVICE - 630	630	212.9	11,126	117.1	4,782
NORTHERN CROPS INSTITUTE - 638	638	6.0	521	8.9	478
NDSU MAIN RESEARCH STATION - 640	640	261.1	13,586	183.0	7,652
DICKINSON RESEARCH CENTER - 641	641	10.2	665	2.6	120
CENTRAL GRASSLANDS RESEARCH CENTER - 642	642	0.6	37	0.0	-120
HETTINGER RESEARCH CENTER - 643	643	12.2	824	7.1	359
LANGDON RESEARCH CENTER - 644	644	3.6	225	4.5	120
NORTH CENTRAL RESEARCH CENTER - 645	645	6.2	483	5.0	478
WILLISTON RESEARCH CENTER - 646	646	1.0	65	0.0	0
CARRINGTON RESEARCH CENTER - 647	647	14.0	952	12.0	598
AGRONOMY SEED FARM - 649	649	3.9	1,303	6.0	239
TOTAL - AUXILIARY SERVICES/OFF-BUDGET		9,471.4	692,428	9,138.9	464,726
TOTAL - STATE AGENCIES & AUXILIARY SERVICES/OFF-BUDGET		30,193.3	2,506,461	30,390.5	1,670,000

A	B	C	D GL	C	D GL
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	ALLOCATION FOR BIENNIUM 2009-11 (1)
BOARDS & COMMISSIONS (2):					
Abstractors, Board of Examiners *	Boards / Com.	0.0	0	0.0	0
Accountancy, State Board of Public	Boards / Com.	5.0	1,796	5.0	1,796
Addiction Counseling Examiners, Brd. of	Boards / Com.	1.0	1,559	1.0	1,559
Architecture, State Board of	Boards / Com.	0.0	1,500	0.0	1,500
Athletic Trainers *	Boards / Com.	0.0	0	0.0	0
Audiology & Speech Language Pathology, Board of Examiners on	Boards / Com.	1.0	1,559	1.0	1,559
Bar Board, State	Boards / Com.	4.0	1,737	4.0	1,737
Barber Examiners, Board of	Boards / Com.	0.0	1,500	0.0	1,500
Barley Council	Boards / Com.	6.0	1,855	6.0	1,855
Beef Commission	Boards / Com.	5.0	1,796	5.0	1,796
Chiropractic Examiners, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Clinical Laboratory Practice, Board of	Boards / Com.	0.0	1,500	0.0	1,500
Corn Utilization Council	Boards / Com.	0.0	1,500	0.0	1,500
Cosmetology, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Counselor Examiners, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Dairy Promotion Commission **	Boards / Com.	0.0	0	0.0	0
Dental Examiners, Board of	Boards / Com.	1.0	1,559	1.0	1,559
Dietetic Practice, Board of	Boards / Com.	1.0	1,559	1.0	1,559
Edible Bean Council	Boards / Com.	4.0	1,737	4.0	1,737
Education Standards & Practices Board	Boards / Com.	4.0	1,737	4.0	1,737
Electrical Board, State	Boards / Com.	18.0	2,564	18.0	2,564
Engineers & Land Surveyors, State Brd. of Registration for Professional	Boards / Com.	4.0	1,737	4.0	1,737
Fair Board, State	Boards / Com.	0.0	1,500	0.0	1,500
Funeral Service, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Hearing Instrument Dispensers, Board *	Boards / Com.	0.0	0	0.0	0
Massage, Board of *	Boards / Com.	0.0	0	0.0	0
Medical Examiners, State Board of	Boards / Com.	8.0	1,973	8.0	1,973
Milk Marketing Board	Boards / Com.	10.0	2,091	10.0	2,091
Nursing, State Board of	Boards / Com.	15.0	2,387	15.0	2,387
Nursing Home Administrators, State Board of Examiners for	Boards / Com.	0.0	1,500	0.0	1,500
Occupational Therapy Practice, Brd. of	Boards / Com.	1.0	1,559	1.0	1,559
Oilseed Council	Boards / Com.	2.0	1,618	2.0	1,618
Optometry, ND State Board of	Boards / Com.	0.0	1,500	0.0	1,500

A	B	C	D GL	C	D GL
AGENCY	AGENCY #	ESTIMATED FTE's PER STATE OF ND 2007-2009	ALLOCATION FOR BIENNIUM 2007-09 (1)	ESTIMATED FTE's PER STATE OF ND 2009-11	ALLOCATION FOR BIENNIUM 2009-11 (1)
Peace Officer Standards & Training Board *	Boards / Com.	0.0	0	0.0	0
Pharmacy, State Board of	Boards / Com.	3.0	1,677	3.0	1,677
Physical Therapists, State Examining Com	Boards / Com.	0.0	1,500	0.0	1,500
Plumbing, State Board of	Boards / Com.	6.0	1,855	6.0	1,855
Podiatry, Board of Registry	Boards / Com.	0.0	1,500	0.0	1,500
Potato Council	Boards / Com.	1.0	1,559	1.0	1,559
Private Investigative & Security Board	Boards / Com.	1.0	1,559	1.0	1,559
Professional Soil Classifiers, Board *	Boards / Com.	0.0	0	0.0	0
Psychologist Examiners, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Real Estate Appraiser Qualifications Brd.	Boards / Com.	0.0	1,500	0.0	1,500
Real Estate Commission, ND	Boards / Com.	6.0	1,855	6.0	1,855
Reflexology Board *	Boards / Com.	0.0	0	0.0	0
Respiratory Care, State Board of	Boards / Com.	1.0	1,559	1.0	1,559
Social Work Examiners, ND Board of	Boards / Com.	0.0	1,500	0.0	1,500
Soybean Council	Boards / Com.	2.0	1,618	2.0	1,618
Veterinary Medical Exmners., State Brd. of	Boards / Com.	2.0	1,618	2.0	1,618
Water Well Contractors, Board of *	Boards / Com.	0.0	0	0.0	0
Wheat Commission	Boards / Com.	14.0	2,328	14.0	2,328
TOTAL - BOARDS & COMMISSIONS		131.0	70,747	131.0	70,747
TOTAL - STATE AGENCIES & AUXILIARY SERVICES/OFF BUDGET		30,324.3	2,577,208	30,521.5	1,740,747

Note (1): Allocation based upon proportion to total of forecast (proportion of Column D for GL).

(2): Boards & Commissions allocation calculated using an annual base contribution plus FTE times a loss rate.

MEMORANDUM

To: State Agencies
From: Dan Sipes, Director – Administrative Services
Information Technology Department
Date: Monday, March 31, 2008
Subject: **BUDGET GUIDELINES FOR 2009-2011 BIENNIUM**

The Information Technology Department (ITD) has projected service rates for the 2009-2011 biennium. The rate schedules and a brief description of the services for Data Processing, Telecommunications, and Micrographics may be found on the ITD website at www.nd.gov/itd/billing. Rates that are highlighted in **bold** are the rates that changed from the 2007-2009 budget instructions.

Each biennium ITD looks at the need to adjust the rates for the services provided. Because it is difficult for agencies to adjust their funding once the budget has been approved, every attempt is made to keep the ITD rates from increasing during the biennium.

The following is an overview of the rate changes for the upcoming biennium. The rates for services of professional staff are increasing to cover the increases projected for salaries and health insurance premiums.

Network rates will increase to cover increased labor costs and the phasing out of discounts that were in place during the first three years of the network contract. In addition we are replacing the Device Connection fee with a Technology Fee for state agencies. This is a significant change and is discussed in more detail on page two of this memo.

Most of the general hosting rates will increase to cover increases for professional staff and software maintenance. Rates for telephone services are expected to remain steady during our continued rollout of Voice over IP.

Agencies with large projects will be billed a monthly fee during the duration of their project to cover the costs associated with the Project Management Oversight requested by the Legislature. The billing model for this program is still being finalized and will be completed by the end of April 2008.

ConnectND

ITD bills each agency for the cost of ConnectND (the PeopleSoft financials and human resource applications). Each agency has a ConnectND fee on their data processing bill each month. The amount each agency needs to budget is as follows:

- \$336.76 (\$14.03 per month) for each legislatively authorized FTE identified in the 2007-2009 Legislative Appropriations book.
- \$173.96 (\$7.25 per month) for every \$1 million appropriated to the agency as identified in the 2007-2009 Legislative Appropriations book.

Technology Fee to replace Device Connection

ITD is changing the metric used to bill state agencies for network connectivity. In the past ITD billed for each active jack. With the increased focus on mobility and ITD's increased wireless footprint, ITD will be migrating to a Technology Fee. This metric will be based on the number of legislatively authorized FTE identified in the 2007-2009 Legislative Appropriations book. A small number of agencies will see an upward adjustment if they have their own server farms or have significantly more computers than FTE counts. A few agencies run large 24x7 operations and these agencies will see a downward adjustment to reflect this type of shift work. ITD will notify affected agencies and finalize the Technology Fee metric for those agencies by the end of April 2008.

Software Development Toolset Upgrades

The ITD Software Development Division supports many software development tools and languages. ITD upgrades to new versions of our tools and languages on a regular basis. This prevents obsolescence of customer applications. Agencies should budget for upgrades to their existing applications. The Budget Guidelines for Toolset Upgrades document includes initial estimates of the average time required to modify agency programs due to toolset and language upgrades. Agencies should contact their ITD Team Leader if they have questions specific to their agency.

Enterprise Forms

ITD recovers the cost of enterprise forms infrastructure by charging a per form fee for all state forms. The Agency Form Counts document lists the number of forms for each agency.

EDMS Rates

EDMS rates now include a separate monthly charge for those agencies incorporating the FileNet BPM workflow engine to implement workflow within their agency. These charges are added to the base EDMS user fee to cover the cost of the BPM workflow infrastructure.

Rightfax Rates

Some agencies have applications that generate a significant amount of incoming and outgoing fax traffic but are only using a single generic account. These accounts will be reviewed and charged a tiered monthly Rightfax application fee based on the amount of usage.

These are the major changes ITD will implement for the next biennium. Please review the associated rate schedules and description of services. If you have any questions, please feel free to give me a call at 328-4317 or Greg Hoffman at 328-4006.

Thank you.

ITD Software Development Budget Guidelines for Toolset Upgrades 2009 – 2011 Biennium

Development Toolset Upgrades

The ITD Software Development Division supports many software development tools and languages. ITD upgrades to new versions of our tools and languages on a regular basis. This prevents obsolescence of customer applications. Upgrades generally involve re-compiling applications using the newest version of the tool or language, then unit testing the application. The time required to upgrade varies, depending on the tool being upgraded and the severity of the upgrade.

Following is a list of software components that will likely need upgrades in the 09 – 11 biennium. We've provided a budgeting estimate of the average time required to upgrade each tool and language. We ask that customers budget for the anticipated number of upgrades per biennium. Please contact your Software Development team leader to determine which of these technologies you may use.

Software Component	Anticipated Number of Upgrades in 07-09 Biennium	Number of Hours per Upgrade
PowerBuilder	1	24 hours per Application
PowerDesigner	2	4 hours per Application
DB2	1	24 hours per Upgrade
Oracle	1	4 hours per Application
SQL Server	1	4 hours per Application
WebSphere	2	32 hours per Application
WebSphere MQ (Message Queues)	1	32 hours per Application
.Net	1	8 hours per Application
Access	1	4 hours per Application
LiquidOffice	2	8 hours per Application
Teleform	2	4 hours per Form
Cobol	1	16 hours per Upgrade
Natural	1	16 hours per Upgrade
Natural Broker	1	4 hours per Application
ADA Compliancy Tools	1 1	2 hours per Web Site 2 hours per Web Application
Address Verification Tools (Finalist)	24 2	1 hours per Upgrade – Files 8 hours per Upgrade - Version
CA Gen (DHS only)	1	300 hours per Upgrade

ITD Software Development Budget Guidelines for Toolset Upgrades 2009 – 2011 Biennium

Inference Engine (Fair Isaac)	1	40 hours per Application
File Net BPM	2	6 hours per Workflow
File Net Content Manager	1	32 hours per Agency
File Net Record Manager	1	8 hours per Record Plan
File eForms	1	8 hours per eform
IVR	1	24 hours per application
Security Updates (Directories, Audit Remediation)	1	16 hours per Application
JCL Engine	1	8 hours per Application
Entire Network	1	4 hours per Application
Crystal Reports	2	2 hours per Report
Crystal Reports Enterprise	2	16 hours per Application
Segue SilkTest	3	4 hours per Application
Segue Test Manager	3	4 hours per Application
Segue Issue Manager	3	4 hours per Application

Toolset Retirements

ITD is currently supporting a development toolset and an Interactive Voice Response environment that we believe should be retired. Therefore the applications should be replaced. Please contact your Software Development team leader to determine which of these technologies you may use.

1. Application Toolset – Lotus Notes

We suggest that our customers budget to replace Lotus Notes applications before 2010. ITD can provide a budgeting cost estimate for Lotus Notes application replacement.

2. Interactive Voice Response Environment

ITD's current Interactive Voice Response (IVR) system from Frank Solutions will be replaced with a Nortel solution in the 2007 – 09 biennium. ITD will support applications on the Frank Solutions architecture for a limited time. We anticipate that most IVR applications will be re-written for the Nortel architecture in the 2007 – 09 biennium. If you intend to re-write your IVR application in the 2009 – 11 biennium, feel free to request a budgeting cost estimate.

3. Visual Basic

Microsoft announced that standard support for Visual Basic, V6 (VB6) ended on March 31, 2005. Although many VB6 applications continue to exist, we suggest that customers budget to upgrade their current VB6 applications to .Net. ITD can provide a budgeting cost estimate for VB6 application upgrades.

INFORMATION TECHNOLOGY DEPARTMENT

DATA PROCESSING PROJECTED RATES

FOR 2009-2011 BIENNIUM

BILLING CODE	DESCRIPTION	2007-2009 BUDGET RATES	2009-2011 BUDGET RATES
010	Desktop Support Analyst	58.00/hour	63.00/hour
015	Senior Analyst/Senior Project Manager	63.00/hour	75.00/hour
016	Contract Programming	Actual	Actual
017	Architect	75.00/hour	79.00/hour
019	Analyst II/Project Manger	63.00/hour	69.00/hour
020	Analyst	58.00/hour	63.00/hour
025	Server Administrator / Application Support	63.00/hour	75.00/hour
035	Records Management Fee	Tiered	Tiered -15% increase
<u>IBM ENTERPRISE SERVER:</u>			
120	2066 Batch CPU	.93/sec.	.93/sec.
122	2066 CICS CPU	.93/sec.	.93/sec.
124	2066 ADABAS CPU	.98/sec.	.98/sec.
126	2066 TSO CPU	.93/sec.	.93/sec.
131	2066 Disk Storage	.0024/track	.0024/track
135	Tape Storage	1.90/tape	3.10/tape
<u>AS/400 COMPUTER:</u>			
220	Batch CPU	.13/sec.	.13/sec.
222	Interactive CPU	.13/sec.	.13/sec.
231	Disk Storage	10.00/GB	10.00/GB
<u>NETWORK:</u>			
480	Dial-Up Long Distance	.07/minute	.07/minute
950	Wide Area Network Access (DSL/Cable)	Actual	Actual
510	Wide Area Network Access (T-1)	890.00/port	890.00/port
511	Wide Area Network Access (Political Sub T-1)	1050.00/port	1,095.00/port
520	Metro Area Network Access Fiber	Varies	Varies
521	Metro Area Network Access (Political Sub Fiber)	Varies	Varies – 5% increase
570	Technology Fee - See Note 1 for more information	30.75/device	43.50/FTE
575	Gigabit Technology Fee	42.00/device	46.50/FTE
650	VPN Client Connection	30.75/client	43.50/client
655	VPN Client Add-on	5.00/client	5.00/client
660	Email Quota (Additional Storage)	3.00/account	3.00/account
TBD	Secure Email	New	1.50/user
665	Rightfax Single Client	5.00/client	6.25/client
666	Rightfax Application Fee	Tiered	Tiered
667	Rightfax Dept Client	.75/client	.90/client
670	Instant Messaging	1.25/account	1.25/account
800	Anti-Virus Client (Political Sub only)	1.00/client	1.00/client

HOSTING SERVICES:

620	EDMS User Fee	23.00/user	23.00/user
	EDMS User Fee – BPM add-on	New	3.50/user
621	EDMS Verifier Fee	170.00/license	170.00/license
622	EDMS Scan Station Fee	90.00/license	90.00/license
623	EDMS Web Capture Fee	50.00/license	50.00/license
625	Liquid Office Fee	.75/form	.75/form
630	Sharepoint MOSS Fee	New	14.00/user
630	Sharepoint WSS Fee	New	3.75/user
680	Power School Fee	.833/student	.833/student
690	K-12 Data Warehouse Hosting	.08/student	.08/student
815	Server Room (Includes Device Connection)	75.00/server	75.00/server
851	Shared File & Print User	3.25/user	3.40/user
852	Dedicated File & Print User	2.15/user	2.25/user
853	Active Directory User Fee	1.20/user	1.20/user
854	Dedicated F&P Standard Server	350.00/server	350.00/server
855	Dedicated F&P High Capacity Server	600.00/server	600.00/server
860	Oracle Application Hosting	Tiered	Tiered -9% increase
861	Websphere Application Hosting	Tiered	Tiered -9% increase
862	SQL Application Hosting	Tiered	Tiered -9% increase
865	Shared Intel Server Application Hosting	155.00/application	170.00/application
866	Dedicated Intel Server Application Hosting	315.00/application	345.00/application
870	Web Hosting	Tiered	Tiered
879	ConnectND Hosting – See Note 2	Tiered	Tiered
882	Disk Storage – Bronze	1.00/GB	1.00/GB
883	Disk Storage – Silver	5.00/GB	5.00/GB
884	Disk Storage – Gold	10.00/GB	10.00/GB
888	Tape Archive	.55/GB	.55/GB
950	Miscellaneous Charges	Actual Cost	Actual Cost
	<u>One-Time Charge</u>		
	<u>For Switch Installation:</u>		
	Ethernet	175.00/port	175.00/port
	Gigabit Ethernet	375.00/port	300.00/port
	<u>Other One-Time Charges:</u>		
	Secure Email Install	New	22.00/ user
	EDMS Concurrent User Install	275.00/ user	275.00/ user
	EDMS Verifier Install	4,500.00/ lic	4,500.00/ lic
	EDMS Scan Station Install	2,250.00/ lic	2,250.00/ lic
	EDMS Web Capture Install	1,000.00/ lic	1,000.00/ lic
	Sharepoint MOSS Install	New	155.00/ user
	Dedicated Server Install	New	500.00/ server
	Shared Server Install	New	250.00/ server
	Graham Process Charting User Install	250.00/ user	250.00/ user

Note 1 –ITD changed the metric used to bill state agencies for network connectivity. In the past ITD billed for each device connected to the network. This cost was \$30.75 per device and would have increased to \$33.90 per device if the metric had not changed . With the increased focus on mobility and ITD’s increased wireless footprint, ITD will be migrating to a Technology Fee. This metric will be based on the number of legislatively authorized FTE identified in the 2007-2009 Legislative Appropriations book.

A small number of agencies will see an upward adjustment in the metric if they have their own server farms or have significantly more computers than FTE counts. A few agencies run large 24x7 operations and these agencies will see a downward adjustment to reflect this type of shift work. ITD will notify affected agencies and finalize the Technology Fee metric for those agencies by the end of April 2008.

Note 2 - ITD bills each agency for the cost of ConnectND (the PeopleSoft financials and human resource applications). Each agency has a ConnectND fee on their data processing bill each month. The amount each agency needs to budget is as follows:

- \$336.76 (\$14.03 per month) for each legislatively authorized FTE identified in the 2007-2009 Legislative Appropriations book.
- \$173.96 (\$7.25 per month) for every \$1 million appropriated to the agency as identified in the 2007-2009 Legislative Appropriations book.

**INFORMATION TECHNOLOGY DEPARTMENT
MICROGRAPHICS PROJECTED RATES
FOR 2009-2011 BIENNIUM**

BILLING CODE	DESCRIPTION	2007-2009 BUDGET RATES	2009-2011 BUDGET RATES
010	Micrographics Specialist (Scanning)	33.00/hour	37.00/hour
015	Forms Design	33.00/hour	63.00/hour
	<u>PROCESSING:</u>		
100	16mm x 100'	6.45/roll	6.45/roll
110	16mm x 215'	10.25/roll	10.25/roll
120	35mm x 100'	10.25/roll	10.25/roll
130	Microfiche	1.15/fiche	1.15/fiche
	<u>DUPLICATION</u>		
400	16mm x 100'	12.00/roll	12.00/roll
430	35mm x 100' (Agency provides film)	19.95/roll	19.95/roll
500	Cartridge	3.20/cart.	3.20/cart.
550	Storage & File/Refile Charge	4.20/access	4.20/access
700	Paper Prints	.80/print	.80/print
750	Microfiche Originals – COM	4.00/fiche	4.40/fiche
760	Microfiche Duplicates – COM	.45/fiche	.50/fiche
	<u>COMPACT DISCS</u>		
800	CD Master Creation (with Viewer)	30.00/disc	30.00/disc
810	CD Duplication (w/o Viewer)	17.00/disc	17.00/disc
950	Miscellaneous	Actual cost	Actual cost

INFORMATION TECHNOLOGY DEPARTMENT TELECOMMUNICATIONS PROJECTED RATES FOR 2009-2011 BIENNIUM

BILLING		2007-2009	2009-2011
CODE	DESCRIPTION	BUDGET RATES	BUDGET RATES
010	Telephone Systems Analyst	58.00/hour	69.00/hour
020	Network Analyst	58.00/hour	69.00/hour
030	Wiring Technician	55.00/hour	60.00/hour
100	Phone-Basic Service (per circuit)	24.00/mo.	24.00/mo.
110	Analog Port	20.00/mo.	20.00/mo.
130	Phone Extension	8.00/mo.	8.00/mo.
152	Enhanced Display Phone	3.00/mo.	3.00/mo.
154	Professional Display Phone	5.00/mo.	5.00/mo.
158	Voice Mail	5.00/mo..	5.00/mo..
162	Desktop Messaging	3.00/mo..	3.00/mo..
164	Symposium	5.00/mo.	5.00/mo..
TBD	Blackberry Service	17.00/mo..	17.00/mo..
TBD	Mobile Suite Service	32.00/mo..	32.00/mo..
210	In-State Directory Assistance	1.60/call	2.10/call
211	Out-of-State Directory Assistance	1.60/call	2.10/call
250	Calling Card Calls	Actual Cost	Actual Cost
300	Long Distance	.09/min.	.09/min.
340	International Long Distance	.50/min.	.50/min.
360	800 Service	.07/min.	.07/min.
400	Interactive Voice Response (IVR)	110.00/port	130.00/port
950	Miscellaneous	Actual cost	Actual cost
<u>One-Time Installation Charges</u>		<u>Upgrade Charges</u>	
Symposium 500.00/agent		Cost of Phone	
Telephone Sets - No Charge for New Stations			
Desktop Messaging - \$50/desktop			
Blackberry Fee - \$150/phone number			
Mobile Suite Fee - \$250/phone number			
Add-on Module - \$175			

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
STATE FLEET SERVICES
BUDGET GUIDELINES COMPARISON
2007-09 and 2009-11 BIENNIUMS

DESCRIPTION	GROUP NUMBER	RATE			REPLACEMENT RATE			MILE/HOUR RATE		
		2007-09	2009-11	% Chg	2007-09	2009-11	% Chg	2007-09	2009-11	% Chg
Mini Pass. Van	1	0.48	0.53	10%	0.03	0.03	0%	0.51	0.56	10%
Sedan/Wagon	2	0.35	0.38	9%	0.02	0.02	0%	0.37	0.4	8%
Light Pickup/Cargo Van/Full-Size Utility	3	0.55	0.62	13%	0.03	0.03	0%	0.58	0.65	12%
Heavy Pickup/Van/Full-Size Utility	4	0.54	0.72	33%	0.05	0.05	0%	0.59	0.77	31%
Highway Patrol	7	0.57	0.65	14%	0.07	0.05	-29%	0.64	0.70	9%
Game Enforcement/Special	9	0.46	0.56	22%	0.05	0.03	-40%	0.51	0.59	16%
Facility Service Vehicle	12	1.08	1.27	18%	0.12	0.08	-33%	1.20	1.35	13%
Compact Utility/All	13	0.46	0.58	26%	0.06	0.06	0%	0.52	0.64	23%
Miscellaneous Truck/Mid-Size Bus	18	25.00	41.00	64%	5.00	5.00	0%	30.00	46.00	53%
Distributor Truck	19	35.00	50.00	43%	5.00	5.00	0%	40.00	55.00	38%
Sign Truck/Garbage Truck	20	20.00	30.00	50%	5.00	5.00	0%	25.00	35.00	40%
Single Axle Truck/All	21	31.00	40.00	29%	5.00	5.00	0%	36.00	45.00	25%
Tandem Axle Truck/All	22	42.00	60.00	43%	15.00	15.00	0%	57.00	75.00	32%
Truck Tractor	23	35.00	50.00	43%	5.00	5.00	0%	40.00	55.00	38%
Rotary Snowplow	24	70.00	95.00	36%	5.00	5.00	0%	75.00	100.00	33%
Motor Coach	26	55.00	80.00	45%	10.00	10.00	0%	65.00	90.00	38%
Water Commission Truck	27	N/A	45.00		N/A	0.00		N/A	45.00	
Lineworker Truck	29	30.00	35.00	17%	10.00	10.00	0%	40.00	45.00	13%
Shuttle Bus	30	21.00	24.00	14%	7.00	7.00	0%	28.00	31.00	11%
Fuel Truck	31	8.50	8.50	0%	1.50	3.50	133%	10.00	12.00	20%
Drill Truck	32	45.00	90	100%	10.00	10.00	0%	55.00	100.00	82%

BUDGET PROCESS TIMELINE

[illegible]

Buildings and Infrastructure

As part of the capital budget process, each agency must submit a list of all buildings and infrastructure. This inventory list is then applied to industry formulas that calculate how much should be spent to maintain the state's building and infrastructure assets. The remainder of this section provides information on the building repair formula and the infrastructure repair formula.

These formulas should be used as a guide by state agencies in their budget requests and will be used by the Office of Management and Budget as it formulates the executive recommendation.

In January, the current inventory of buildings and infrastructure is sent to each agency along with instructions on updating the inventory lists.

Note: The formulas outlined below are based on annual needs and must be doubled to meet North Dakota's biennial budget period.

Extraordinary Repairs - Buildings

Formulas are generally used to calculate the cost of adequately maintaining buildings. The formula selected for use in North Dakota is generally applicable, simple to apply, easy to understand, self-adjusting, and reliable.

The formula is based on the following premises:

1. The formula reflects current building valuation.
2. The formula recognizes that as a general policy, fewer resources should be directed to building renewal than the cost of building replacement.
3. The formula recognizes that older buildings require proportionally more repair funds than do newer buildings.
4. The formula is applied to an entire facility system in an actuarial manner, generating a pool of funds to be used on extraordinary repairs.

Building Formula

The annual extraordinary repairs formula for buildings is as follows (Building Replacement Value = BRV):

Buildings 5 years old or older at mid-year of biennium
 $(BRV) \times 2\% = \text{Formula Amount}$

Buildings less than 5 years old = 0

Building Replacement Value

The North Dakota Century Code requires that state buildings built after 1939 are insured at replacement value. Agencies should utilize the building's insured value as the building value factor (BRV). All state-owned buildings are insured through the Fire and Tornado Fund.

Any difference between the insured value and the building value used in the formula must be documented by the agency and approved in writing by the Office of Management and Budget prior to final submission of the capital budget inventory.

Building Age Factor

The building age is determined by subtracting the year a building was built or extensively renovated from 2010, the mid-year in the 2009-11 biennium. If a building was built or renovated in 1953, the building age factor is 57 (2010 minus 1953).

Extraordinary Repairs - Infrastructure

Infrastructure is defined as a structure outside of and apart from a building, but necessary to the functioning of the building. Examples of infrastructure include water and sewer lines, electrical lines, parking lots, sidewalks and roads.

Recognizing that formulas based on building value would not provide adequate funding for infrastructure needs, the following formula is used in calculating costs of extraordinary repairs to infrastructure.

Infrastructure Formula

The annual extraordinary repairs formula for infrastructure is as follows:

$$P \times R = \text{Formula Amount.}$$

P = Infrastructure renewal percentage.

R = Infrastructure replacement value (per unit value times the number of units).

Infrastructure Renewal Percentage

The infrastructure renewal percentage is the straight-line depreciation over the normal life of the item. For example, the infrastructure renewal percentage for an item with a 20-year normal life is five percent.

Infrastructure Replacement Value

Infrastructure will be valued at replacement cost. Expertise from the North Dakota Association of Physical Plant Administrators was used to determine unit replacement costs and parameters applicable to the valuation of the following types of infrastructure:

Code	Description	Rate	Unit	Life
<i>Parking Lot</i>				
1001	Parking Lot: 3" Asphalt Concrete	2.00	sq ft	20
1002	Parking Lot: 4" Asphalt Concrete	3.18	sq ft	25
1003	Parking Lot: 5" Asphalt Concrete	3.83	sq ft	25
1004	Parking Lot: 6" Asphalt Concrete	4.71	sq ft	30
1005	Parking Lot: 8" Asphalt Concrete	4.86	sq ft	35
1006	Parking Lot: 10" Asphalt Concrete	5.54	sq ft	35
1009	Parking Lot: 4" Reinforced Concrete	4.00	sq ft	35
1010	Parking Lot: 6" Concrete	5.11	sq ft	30
1011	Parking Lot: 7" Concrete	5.44	sq ft	30
1012	Parking Lot: 8" Concrete	5.76	sq ft	35
1015	Parking Lot: 6" Reinforced Concrete	2.60	sq ft	35
1020	Parking Lot: Curb and Gutter	17.00	lf	30
1030	Parking Lot: Catch Basins - Casting Only	945.00	ea	30
1031	Parking Lot: Catch Basins - With Manhole	7,000.00	ea	30
1040	Parking Lot: Gravel 6"	0.40	sq ft	20
1041	Parking Lot: Gravel 8"	3.35	sq ft	20
1042	Parking Lot: Gravel 12"	0.80	sq ft	20
<i>Storm Sewer</i>				
1101	Storm Sewer: 6" Poly Vinyl Chloride	83.00	ft	60
1103	Storm Sewer: 8" Poly Vinyl Chloride	97.00	ft	60
1104	Storm Sewer: 10" Poly Vinyl Chloride	110.00	ft	60
1105	Storm Sewer: 12" Poly Vinyl Chloride	70.50	ft	60
1106	Storm Sewer: 15" Poly Vinyl Chloride	28.00	ft	60
1107	Storm Sewer: 21" Poly Vinyl Chloride	34.00	ft	60
1108	Storm Sewer: 24" Poly Vinyl Chloride	45.00	ft	60
1109	Storm Sewer: 30" Poly Vinyl Chloride	65.00	ft	60
1110	Storm Sewer: 12" Reinforced Concrete Pipe	108.00	ft	60
1111	Storm Sewer: 18" Reinforced Concrete Pipe	140.00	ft	60
1112	Storm Sewer: 24" Reinforced Concrete Pipe	230.00	ft	60
1113	Storm Sewer: 36" Reinforced Concrete Pipe	186.00	ft	60
1114	Storm Sewer: 48" Reinforced Concrete Pipe	253.00	ft	60
1115	Storm Sewer: 60" Reinforced Concrete Pipe	297.00	ft	60
1116	Storm Sewer: 15" Reinforced Concrete Pipe	123.00	ft	60
1117	Storm Sewer: 21" Reinforced Concrete Pipe	172.00	ft	60
1119	Storm Sewer: 30" Reinforced Concrete Pipe (uncased bore)	327.25	ft	60
1120	Storm Sewer: (metal culvert)	12.76	ft	60
1125	Storm Sewer: 6" Area Drain	9.38	ft	60
<i>Water Main</i>				
1201	Water Main: 2" Copper	26.34	ft	50
1202	Water Main: 3/4" Poly Vinyl Chloride	63.00	ft	35
1203	Water Main: 1" Poly Vinyl Chloride	63.00	ft	35

Code	Description	Rate	Unit	Life
1204	Water Main: 1-1/4" - 1-1/2" Poly Vinyl Chloride	63.00	ft	35
1205	Water Main: 2" Poly Vinyl Chloride	63.00	ft	35
1206	Water Main: 3" Poly Vinyl Chloride	58.00	ft	35
1210	Water Main: 4" Poly Vinyl Chloride	58.00	ft	35
1211	Water Main: 6" Poly Vinyl Chloride	75.37	ft	35
1212	Water Main: 8" Poly Vinyl Chloride	77.55	ft	35
1213	Water Main: 10" Poly Vinyl Chloride	79.00	ft	35
1214	Water Main: 12" Poly Vinyl Chloride	88.00	ft	35
1215	Water Main: 16" Poly Vinyl Chloride	110.00	ft	35
1220	Water Main: Underground Chilled - 6"	100.00	lf	35
1221	Water Main: Underground Chilled - 8"	110.00	lf	35
<i>Sanitary Sewer</i>				
1290	Sanitary Sewer: 4" Poly Vinyl Chloride	120.00	ft	40
1300	Sanitary Sewer: 5" Poly Vinyl Chloride	120.00	ft	40
1301	Sanitary Sewer: 6" Poly Vinyl Chloride	120.00	ft	40
1302	Sanitary Sewer: 8" Poly Vinyl Chloride	133.92	ft	40
1303	Sanitary Sewer: 10" Poly Vinyl Chloride	150.12	ft	40
1304	Sanitary Sewer: 12" Poly Vinyl Chloride	156.00	ft	40
1305	Sanitary Sewer: 14" Poly Vinyl Chloride	179.28	ft	40
1306	Sanitary Sewer: 16" Poly Vinyl Chloride	197.00	ft	40
1307	Sanitary Sewer: 18" Poly Vinyl Chloride	209.00	ft	40
1308	Sanitary Sewer: 15" Poly Vinyl Chloride	186.00	ft	40
<i>Electrical</i>				
1401	Electrical: Conduit	77.90	ft	25
1402	Electrical: Direct Buried	65.28	ft	20
1405	Electrical: Overhead	11.36	ft	25
<i>Steamline</i>				
1501	Steamline; Direct Burial: 2"	183.24	ft	25
1502	Steamline; Direct Burial: 3"	196.24	ft	25
1503	Steamline; Direct Burial: 4"	223.24	ft	25
1504	Steamline; Direct Burial: 6"	301.24	ft	25
1505	Steamline; Direct Burial: 8"	354.24	ft	25
1506	Steamline; Direct Burial: 10"	406.24	ft	25
1510	Steamline; Direct Burial: 5"	212.24	ft	25
1520	Steamline; Direct Burial 1-1/2"	174.24	ft	25
1522	Steamline; Direct Burial 2-1/2"	250.00	ft	25
1524	Steamline; Direct Burial 12"	459.24	ft	25
1526	Steamline; Direct Burial 14"	511.24	ft	25
1528	Steamline; Direct Burial 16"	560.00	ft	25
1529	Steamline; Direct Burial 18"	594.00	ft	25
<i>Condensate</i>				
1600	Condensate, Direct Burial: 1"	139.00	ft	10
1601	Condensate, Direct Burial: 2" and 2-1/2"	147.00	ft	10
1602	Condensate, Direct Burial: 3"	160.00	ft	10

Code	Description	Rate	Unit	Life
1603	Condensate, Direct Burial: 6" (includes vault)	263.00	ft	10
1604	Condensate, Direct Burial: 4"	187.00	ft	10
1611	Condensate, Direct Burial: 8"	310.00	ft	10
Utility Tunnels				
1701	Utility Tunnels, W/O Steamlines: 4' X 4'	245.00	ft	60
1702	Utility Tunnels, W/O Steamlines: 4' X 6'	305.00	ft	60
1703	Utility Tunnels, W/O Steamlines: 5' X 7'	397.00	ft	60
1801	Utility Tunnels, with Steam & Condensate Lines: 4' X 4'	523.00	ft	40
1802	Utility Tunnels, with Steam & Condensate Lines: 4' X 6'	582.00	ft	40
1803	Utility Tunnels, with Steam & Condensate Lines: 5' X 7'	675.00	ft	40
1805	Utility Tunnels, with Steam & Condensate Lines: 7' X 7'	900.00	fr	40
1806	Utility Tunnels, with Steam & Condensate Lines: 8' X 7'	925.00	ft	40
Gas Mains				
1901	Gas Mains: 2" HP Poly Vinyl Chloride	32.40	ft	35
1902	Gas Mains: 3" HP Poly Vinyl Chloride	35.00	ft	35
1910	Gas Mains: 4" Steel	40.00	ft	35
Telecom				
2000	Telecom: Telephone Line	32,000.00	ea	25
2001	Telcom: Main Conduit Ductbank - Fiber Optic - 96&144 Strand	30.42	ft	25
2002	Telcom: Main Conduit Ductbank - Copper, 1800 pair	61.24	ft	25
2010	Telcom: Conduit Ductbank: Trunk Line - Copper, 600 pair & fiber	72.24	ft	25
2011	Telcom: Conduit Ductbank: Trunk Line - Copper, 300 pair & fiber	68.01	ft	25
2020	Telcom: Conduit Ductbank: Trunk Line - Copper, 12-100 pair	20.75	ft	25
2030	Telcom: Aerial Cable Plant - Copper	5.00	ft	25
2040	Telcom: Broadband Coax Cable - .825 Coax (Back bone)	6.09	ft	25
2041	Telcom: Broadband Coax Cable - .625 Coax (Back bone to bldg)	4.76	ft	25
2050	System 7	10.00	ft	25
2055	Deltanet	14.16	ft	25
Sidewalk				
2070	Sidewalk: 3" Asphalt	2.84	sq ft	20
2100	Sidewalk: 4" Reinforced Concrete - 6' wide	10.00	sq ft	20
2101	Sidewalk: 4" Reinforced Concrete	2.64	sq ft	25
2102	Sidewalk: 5" Reinforced Concrete	2.65	sq ft	30
2103	Sidewalk: 6" Reinforced Concrete	4.70	sq ft	30
2110	Sidewalk: Patio Brick	5.00	sq ft	25
2111	Sidewalk: Patio Brick with 3" Concrete Base	10.10	sq ft	30
2113	Sidewalk: Stone Walkway	5.50	sq ft	40
2125	Boardwalk	18.50	ft	5
Lighting				
2201	Lighting: 30' Pole	4,863.64	pole	35

Code	Description	Rate	Unit	Life
2202	Lighting: 75' Pole	9,550.00	pole	35
2203	Lighting: 100' Pole	31,000.00	pole	20
2204	Lighting: Walkway 15'	2,100.00	ea	35
2206	Lighting 20' Pole	3,000.00	ea	35
2210	Lighting: 12' Pole	1,375.00	ea	35
2211	Lighting: On Building	800.00	ea	35
2213	Lighting: Hi-Mast 40'	19,550.00	ea	35
Razor Wire				
2301	Razor Wire: 32"	5.50	ft	15
Streets & Roads				
2350	Streets & Roads: 16' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	109.70	ft	20
2355	Streets & Roads: 20' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	124.00	ft	20
2360	Streets & Roads: 26' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	145.40	ft	20
2365	Streets & Roads: 16' Wide (curb one-side) & 6" Gravel Base - Auto 6" A.C.	116.20	ft	20
2370	Streets & Roads: 24' Wide (w/ curbs) & 6" Gravel Base - Auto 6" A.C.	139.00	ft	20
2401	Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete	169.00	ft	25
2402	Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete	267.00	ft	25
2408	Streets & Roads: 30' wide (no curbs)+6" Gravel Base - Auto 8" Concrete	156.00	ft	25
2410	Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete	182.00	ft	25
2411	Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete	294.00	ft	25
2420	Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete	249.00	ft	25
2421	Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete	399.00	ft	25
2430	Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete	239.00	ft	25
2431	Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete	389.00	ft	25
2432	Streets & Roads: 58' Wide (w/2 Curbs) & 6" Gravel Base- Auto 8" Concrete	233.00	ft	25
2440	Streets & Roads: 2 Lane Gravel	32.95	ft	25
Fencing				
2501	Fencing: Barbwire, 3 Strand	4.00	ft	10
2505	Fencing: 3' Chain Link	7.00	ft	20

Code	Description	Rate	Unit	Life
2508	Fencing: 9' Chain Link	18.00	ft	20
2510	Fencing: 6' Chain Link	10.00	ft	20
2511	Fencing: 8' Chain Link	12.00	ft	20
2512	Fencing: 16' Chain Link	40.00	ft	20
2513	Fencing: 24' Chain Link	45.00	ft	20
2514	Fencing: 12' Chain Link	24.00	ft	20
2515	Fencing: 20' Chain Link	38.00	ft	20
2516	Fencing: 10' Chain Link	11.00	ft	20
2520	Fencing: 6' Wood	18.50	ft	20
2521	Fencing: 8' Wood	26.70	ft	20
2550	Barrier Posts	30.00	ea	20
Poles				
2590	Flag Pole - 18'	250.00	ea	20
2600	Flag Pole - 30'	450.00	ea	20
Miscellaneous				
2601	Tennis Courts	4.32	sq ft	15
2603	Running Tracks	2.97	sq ft	15
2604	Retaining Wall	120.00	ft	30
2605	Bleachers, 100 Person Capacity	4,773.00	ea	30
2606	100' Communication Tower	35,000.00	ea	25
2650	Walk Tunnels	450.00	ft	60
2655	Johnstone Skywalk	1,650.00	ft	60
2660	CAS Skywalks	2,973.00	ft	60
2601	Tennis Courts	4.32	sq ft	15
Water Wells				
2703	Water Wells	8,760.00	ea	25
Irrigation				
2700	Irrigation Wells	8,462.00	ea	25
2704	Underground Sprinkler Systems	2.75	sq yd	15
2706	Water Wells - 25'	12.00	ft	25
2708	Irrigation Lines (PVC 4")	2.50	ln ft	25
Septic Systems				
2710	Septic Systems	1,875.00	ea	25
2715	Septic Tank (1,000 gal)	700.00	gal	25
2716	Septic Tank: (2,500 gal)	3,200.00	gal	25
Sewer				
2720	Sewer Lift Station - Small	5,000.00	ea	50
2721	Sewer Lift Station - Medium	20,000.00	ea	50
2722	Sewer Lift Station - Large	30,000.00	ea	50
Lagoon				
2730	Lagoon - 2 Cell	180,000	ea	50
2731	Lagoon - 3 Cell	225,000	ea	50
Hydrants				
2800	Hydrants - Fire	3,000.00	ea	40

Code	Description	Rate	Unit	Life
2803	Hydrants - Metal (10"x39")	200.00	ea	40
Ball				
2810	Basketball Goals	450.00	ea	10
2815	Softball Backstop	1,688.00	ea	30
Tanks				
2850	Tanks: Above Ground (300 gal)	900.00	ea	30
2851	Tanks: Above Ground (10,000 gal)	9,096.00	ea	30
2852	Tanks: Above Ground (500 gal)	1,735.00	ea	30
2853	Tanks: Above Ground (21,000 gal)	21,000.00	ea	30
2854	Tanks: Above Ground (1,000 gal)	2,775.00	ea	30
2855	Tanks: Underground (2,500 gal)	2900.00	ea	30
2856	Tanks: Propane (1,000 gal)	1,600.00	ea	30
2857	Tanks: Underground (10,000 gal)	10,000.00	ea	30
2858	Tanks: (6,350 gal)	7,550.00	ea	30
2859	Tanks: (19,100 gal)	20,000	ea	30
2860	Tanks: Propane (500 gal)	1,500.00	ea	30
2861	Tanks: Propane (250 gal)	750.00	ea	30
2862	Tanks: Propane (80 gal)	240.00	ea	30
Boating				
2900	Riprap Marina/BoatRamp	24,000.00	ea	50
2901	Breakwater	10,000.00	ea	50
2910	Boat Ramp: Cement	2,200.00	ea	25
Radar				
2950	Radar Pedestals	24,000.00	ea	25
2955	Radar Domes: 12" Fiberglass	10,000.00	ea	25
Bridges				
3000	Bridges: Wooden Foot	2,500.00	ea	25
3001	Bridges: Walking	2,500.00	ea	25
3005	Bridges: wood/metal	20,000.00	ea	25
3015	Bridges: Vehicle	420,000.00	ea	25
Manholes				
3200	Manholes	1158.00	ea	60
Transformers				
4000	Transformers – 10KVA	845.00	ea	30
4001	Transformers – 15KVA	930.00	ea	30
4003	Transformers – 25KVA	1,151.00	ea	30
4006	Transformers – 50KVA	1,335.00	ea	30
4009	Transformers – 150KVA	5,130.00	ea	30

The infrastructure cost list represents an effort to accurately assign replacement costs to infrastructure items throughout the state. These costs were arrived at using recent bid tabulations, information from several city engineers, estimates from consulting engineers, and costs from various state agencies. This list is not all-inclusive, but includes the majority of items that will be found on state properties.

The cost list is meant to assign a replacement value to infrastructure, and will be used for formula budgeting purposes. Actual costs of a replacement project will differ for each case; these numbers are for formula budgeting purposes only. The costs do not take into account variations in building code requirements. The following paragraphs describe each category, and provide information on how the numbers should be applied.

Parking Lots: Parking lot value is calculated on a per square foot basis, applying the appropriate unit cost for the material used. Catch basins and curb and gutter are separated out, since many lots have islands or other structures that need to be accounted for. The unit costs include site preparation on virgin soil, and do not take into account the removal or relocation of utilities, lights, or existing concrete and asphalt.

Storm Sewer: Storm sewer is calculated by the lineal foot. Catch basins and access holes are included in the per foot cost. Standard sizes are used on this list, as opposed to listing every possible size. For replacement cost purposes, if the size currently used doesn't appear on the list, use the next larger standard size. This was done to keep the list short, and assumes that a replacement would also increase capacity. Excavation is based on virgin soil, and does not include repairs to streets or relocating utilities.

Water Main and Feed Lines: Water lines are calculated on a per lineal foot basis, from the building foundation to the city connection. If the city owns the line from the main to the curb stop/shut-off, it should not be counted. Again, standard sizes were used; use the next larger size if currently used lines fall between the standard sizes. It is assumed that most replacement would be done with PVC piping. Excavation is based on virgin soil.

Sanitary Sewer: Sanitary sewers are calculated on a per lineal foot basis, with the access holes being included in the cost. Standard sizes were again used, with the assumption being made that replacement would be done with PVC. Excavation is based on virgin soil. Major structures such as lift stations and lagoon pump houses should be considered as buildings, with the pumps and controls being fixed equipment. Septic systems are considered to be building plumbing.

Electrical: This category deals with high voltage transmission lines, transformers and high voltage switch gear considered fixed equipment. Lines are calculated on a per lineal foot basis. Typical conduit installation consists of three 4" PVC conduits containing conductors, with the conduits being encased in concrete underground. Direct buried lines are simply trenched-in conductors. Excavation is based on virgin soil. Overhead lines should be considered at the conduit price, as the price is nearly the same, and most overhead replacements are going underground.

Steam Line, Direct Buried: Direct buried lines are encased in a conduit and are calculated on a per lineal foot basis. The cost is based on virgin soil and does not take into account the removal

of the existing line. Standard sizes were used as before, and the cost of access structures is included.

Condensate, Direct Buried: Same considerations as steam line.

Utility Tunnels: Tunnels are calculated on a per lineal foot basis, applying the unit cost for the appropriate size of tunnel. Tunnels may or may not contain steam and condensate lines, or other utilities. For steam tunnels, a standard 6" size was used for both lines, with uni-strut pipe support structure being used. The 6" pipe size represents an average, since there are combinations of sizes too numerous to list for this purpose. The access holes, expansion joints, and coffin boxes are included in the per foot cost.

Gas Mains: Gas mains are calculated on a per lineal foot basis, with unit costs for 2" and 3" high-pressure PVC, and 4" steel as the standard sizes. Excavation is based on virgin soil, and meters are not included in the cost.

Telecom: This category covers the lines outside of buildings, up to the building entrance terminal. The lines are categorized by function, with the first category being the backbone. The trunk lines are broken down based on whether they serve academic or housing buildings. Aerial cable and broadband coax are also separated. Any components inside of the buildings are not counted as infrastructure, and should be included in the building valuation. All costs are calculated on a per lineal foot basis, with access structures included in the cost.

Sidewalk: Sidewalks are calculated on a per square foot basis, depending on the concrete thickness. Patio block is categorized separately. Curb cuts for handicapped access are not included in the costs.

Lighting: This section deals with exterior site lighting, which is on a replacement basis to include the light fixtures. The 30' and 75' poles are standard, street or parking lot lighting. "On Building" refers to light fixtures on building exterior walls or roofs that are used for site or security lighting. Walkway lights are typically 10'-15' tall, and are installed along sidewalks. The Hi-Mast is an omni-directional light pole used to illuminate parking lots or other large areas. All costs are per pole or fixture.

Razor Wire: Standard concertina type security wire, calculated on a per foot basis.

Streets and Roads: Streets and roads are calculated on a per lineal foot basis, using the factor for the appropriate type of road. Standard types were used; use the type that would be used in replacing existing roadways. Costs include removal of old street, but do not include catch basins or access holes. Curb and gutter are also included, as is the re-connection with existing sidewalks (ramped).

Fencing: Calculate by the lineal foot for each type. Includes the fencing and the posts.

Miscellaneous Items:

Tennis courts: calculate by square footage.

Running tracks: calculate by square footage, includes track markings.

Retaining walls: calculate by the lineal foot.

Bleachers, per 100-person section: for fixed athletic seating outdoor,

Communication Tower: calculate per tower.

Walk tunnels, Johnston Skywalk, and CAS Skywalk: calculate by the foot.

Flag Poles, Water Wells, Septic Systems, Lagoons, Hydrants, Basketball/Softball items, Tanks, Boating, Radar items, Bridges, and Manholes: Calculate by each.

Irrigation:

Irrigation wells: calculate by each.

Underground sprinklers: calculate by square yardage of grounds served by the system.

Irrigation lines: calculate by lineal foot.

Fringe Benefit Codes

Health Insurance Codes

10101	DAKPPO	Dakota Preferred Provider Organization
10102	DAKEPO	Dakota Exclusive Provider Organization
NFED	Federal	Federal Employees within State system
NHE2	Higher Ed 2	Alternative Health Benefits-Only Higher Education
NHE3	Higher Ed 3	Alternative Health Benefits-Only Higher Education

FICA, Unemployment, Medicare, Life Insurance, and Employee Assistance Program

There is only one selection in the drop down for each of these fields. It is required that all positions include the selection that is available.

Retirement Codes

50	Higher Education	4.88%
52	Higher Education	9.88%
54	Higher Education	16.40%
58	Higher Education	.80%
70	Higher Education	6.73%
P70101	HPERS-Highway Patrol	21.70%
P70102	PERS – Judges	19.52%
P70103	NGSFF-Nat. Guard Security Fire Fighters	11.50%
P70104	PERS-Regular Employees	9.12%
P70106	DPI Retirement Plan	11.22%
P70107	Career and Technical Education	10.97%
P7A101	DCPLAN-Defined Contribution Plan	9.12%
S7B101	JOBSVC-Job Service Retirement Plan	4.00%
S7B102	TFFR-Teachers Fund For Retirement	12.25%

Workers Compensation

Select from the drop down menu that includes a list of Workers Comp codes.

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0010		SUPPORTED EMPLOYMT WORKER	1	1031	1719	1/92
0015	6	LICENSING CLERK	6	1684	2806	4/95
0021	6	DOCUMENT IMAGING SPEC I	4	1388	2313	3/03
0022	6	DOCUMENT IMAGING SPEC II	6	1684	2806	3/03
0025	2	INFO MGMT ANALYST I	10	2513	4188	4/00
0026	2	INFO MGMT ANALYST II	12	2992	4986	4/00
0027	2	ENT EDMS COORDINATOR	13	3289	5481	7/02
0031	6	OFFICE ASSISTANT I	3	1256	2094	5/00
0032	6	OFFICE ASSISTANT II	4	1388	2313	5/00
0033	6	OFFICE ASSISTANT III	5	1526	2544	5/00
0041	6	ADMIN ASSISTANT I	6	1684	2806	5/00
0042	6	ADMIN ASSISTANT II	7	1867	3111	5/00
0043	6	ADMIN ASSISTANT III	8	2085	3475	5/00
0050	3	ADMISSIONS COORDINATOR	8	2085	3475	1/01
0098	3	FORMS DESIGN COORDINATOR	7	1867	3111	2/99
0100	1	DEPUTY CIO & DIRECTOR-ITD	18	5657	9429	11/03
0101	3	COMPUTER EQUIP OPTR I	5	1526	2544	8/96
0102	3	COMPUTER EQUIP OPTR II	7	1867	3111	8/96
0103	3	COMPUTER EQUIP OPTR III	8	2085	3475	8/96
0104	3	COMPUTER EQUIP OPTR IV	10	2513	4188	8/96
0108	3	PROD SUPPORT SPEC I	8	2085	3475	5/05
0109	3	PROD SUPPORT SPEC II	10	2513	4188	5/05
0112	6	DATA INPUT OPERATOR I	3	1256	2094	4/02
0113	6	DATA INPUT OPERATOR II	4	1388	2313	4/02
0114	3	COMPUTER OPERATOR I	7	1867	3111	5/05
0115	3	COMPUTER OPERATOR II	8	2085	3475	5/05
0121	6	DATA INPUT SUPERVISOR I	6	1684	2806	8/96
0122	6	DATA INPUT SUPERVISOR II	7	1867	3111	8/96
0125	1	COMPUTER OPERATIONS MGR	13	3289	5481	2/06
0127	2	INFO TECH BUSINESS ANALYS	14	3638	6064	11/03
0128	1	DIR, POLICY & PLNG DIV	16	4531	7551	5/97
0129	1	CJIS PROJECT DIRECTOR	15	4052	6754	11/06
0131	3	PROGRAMMER	9	2315	3858	4/01
0133	1	DIRECTOR, CUSTOMER SVCS DIV	15	4052	6754	4/05
0134	3	CUST TECH SUPP SPEC I	8	2085	3475	3/95
0135	3	CUST TECH SUPP SPEC II	9	2315	3858	3/95
0136	3	CUST TECH SUPP SPEC III	11	2736	4560	3/95
0137	3	CUST SUPPORT CNTR SUPV	12	2992	4986	3/95
0138	1	DIRECTOR, SOFTWARE DEV DIV	16	4531	7551	11/02
0141	3	PROGRAMMER ANALYST I	10	2513	4188	2/01
0142	3	PROGRAMMER ANALYST II	12	2992	4986	2/01
0143	3	PROGRAMMER ANALYST III	13	3289	5481	2/01
0144	2	SR PROGRAMMER ANALYST	14	3638	6064	10/01

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0145	1	SYSTEMS DEVELOPMENT MGR	14	3638	6064	4/79
0146	1	ENTERPRISE SOFTWARE DEV MGR	15	4052	6754	11/02
0148	2	D B DESIGN ANALYST I	12	2992	4986	11/01
0149	2	D B DESIGN ANALYST II	13	3289	5481	11/01
0150	2	D B DESIGN ANALYST III	14	3638	6064	11/01
0151	2	DATA PROC COORD I	9	2315	3858	10/95
0152	2	DATA PROC COORD II	10	2513	4188	10/95
0153	2	DATA PROC COORD III	12	2992	4986	10/95
0154	2	DATA PROC COORD IV	13	3289	5481	10/95
0155	2	GIS MANAGER	14	3638	6064	4/02
0156	3	TELECOMM TECH I	7	1867	3111	9/06
0157	3	TELECOMM TECH II	10	2513	4188	9/06
0158	3	TELECOMM TECH III	12	2992	4986	9/06
0161	2	TECH SUPPORT SPEC I	11	2736	4560	8/96
0162	2	TECH SUPPORT SPEC II	13	3289	5481	8/96
0163	2	TECH SUPPORT SPEC III	14	3638	6064	8/96
0168	2	TELECOMM ANALYST I	10	2513	4188	5/90
0169	2	TELECOMM ANALYST II	12	2992	4986	5/90
0170	2	TELECOMM ANALYST III	13	3289	5481	5/90
0171	1	INFO TECHNOLOGY ADMIN I	13	3289	5481	7/02
0172	1	INFO TECHNOLOGY ADMIN II	15	4052	6754	7/02
0173	2	COMPUTER & NETWK SPEC I	10	2513	4188	3/01
0174	2	COMPUTER & NETWK SPEC II	11	2736	4560	3/01
0175	2	COMPUTER & NETWK SPEC III	13	3289	5481	3/01
0176	1	DIRECTOR, TELECOMM DIV	16	4531	7551	11/03
0177	1	DIR OF INFO MGMT DIV-DHS	16	4531	7551	7/00
0178	2	ENT INTER-NETWORK ARCH	15	4052	6754	7/02
0179	2	ENT SYSTEM ARCHITECT	15	4052	6754	7/02
0180	2	ENT NETWORK OPS MGR	14	3638	6064	7/02
0181	2	INFORMATION CNTR SPEC I	8	2085	3475	10/01
0182	2	INFORMATION CNTR SPEC II	10	2513	4188	10/01
0184	2	ENTERPRISE SOFTWARE ARCHITECT	15	4052	6754	6/05
0185	1	MGR, NETWORK BUS CONSULTING	15	4052	6754	7/05
0186	1	DIR, COMPUTER SYSTEMS DIV	16	4531	7551	11/03
0190	2	INFORMATION TECHNOLOGY MANAGER	14	3638	6064	4/06
0191	3	TELECOM SERVICES SPEC I	6	1684	2806	3/97
0192	3	TELECOM SERVICES SPEC II	8	2085	3475	3/97
0194	2	INFO SYS SECURITY ANALYST	12	2992	4986	10/97
0196	1	ENT INFO SYS SECURITY ADM	15	4052	6754	7/02
0197	2	INFO SYS SECURITY OFCR	14	3638	6064	10/02
0198	1	CONTINGENCY PLANNING SPEC	13	3289	5481	4/86
0199	1	DIR, ADMIN SVCS DIV-ITD	16	4531	7551	11/03
0201	6	MEDICAL CLMS PROC SPC I	4	1388	2313	5/89

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0202	6	MEDICAL CLMS PROC SPC II	5	1526	2544	5/89
0203	6	MEDICAL CLMS PROC SPC III	6	1684	2806	5/89
0209	3	STATE PAYROLL ADMIN OFF	10	2513	4188	1/01
0210	3	STATE PAYROLL SPECIALIST	8	2085	3475	12/02
0211	3	ACCOUNT TECHNICIAN I	5	1526	2544	12/01
0212	3	ACCOUNT TECHNICIAN II	7	1867	3111	12/01
0214	3	HOUSING PROGRAM TECH I	6	1684	2806	9/96
0215	3	HOUSING PROGRAM TECH II	7	1867	3111	9/96
0217	3	HOUSING PROGRAM SPEC I	8	2085	3475	3/97
0218	3	HOUSING PROGRAM SPEC II	9	2315	3858	3/97
0219	3	HOUSING PROGRAM SPEC III	10	2513	4188	3/97
0221	2	ACCOUNT/BUDGET SPEC I	8	2085	3475	2/92
0222	2	ACCOUNT/BUDGET SPEC II	10	2513	4188	2/92
0223	2	ACCOUNT/BUDGET SPEC III	12	2992	4986	2/92
0224	1	ACCOUNTING MANAGER I	14	3638	6064	2/92
0225	1	ACCOUNTING MANAGER II	15	4052	6754	2/92
0229	1	DIR, FINANCIAL MGMT DIV	16	4531	7551	9/01
0231	2	INFO SYSTEMS AUDITOR I	9	2315	3858	12/01
0232	2	INFO SYSTEMS AUDITOR II	11	2736	4560	12/01
0233	2	INFO SYSTEMS AUDITOR III	12	2992	4986	12/01
0234	2	INFO SYSTEMS AUDITOR IV	14	3638	6064	12/01
0240	3	AUDIT TECHNICIAN	7	1867	3111	11/98
0241	2	AUDITOR I	9	2315	3858	2/01
0242	2	AUDITOR II	11	2736	4560	2/01
0243	2	AUDITOR III	12	2992	4986	2/01
0244	1	AUDITOR IV	14	3638	6064	2/01
0245	1	AUDITOR V	15	4052	6754	2/01
0246	1	DIR, STATE AUDIT DIV	17	5069	8449	8/96
0251	2	ASST EXEC BUDGET ANALYST	14	3638	6064	5/95
0255	2	CH ASST EX BUDGET ANALYST	15	4052	6754	5/96
0258	2	LAND DEPT INVESTMENT DIRECTOR	15	4052	6754	5/05
0301	5	COLLECTIONS OFFICER I	7	1867	3111	9/01
0302	5	COLLECTIONS OFFICER II	8	2085	3475	9/01
0303	5	COLLECTIONS OFFICER III	10	2513	4188	9/01
0305	2	TAX COLLECTIONS SUPV	14	3638	6064	7/88
0311	2	COMPLIANCE OFFICER I	10	2513	4188	6/05
0312	2	COMPLIANCE OFFICER II	11	2736	4560	6/05
0345	1	INCOME SALES SPECIAL TAXES DIR	16	4531	7551	3/05
0351	2	PROPERTY TAX SPECIALIST	10	2513	4188	9/96
0381	2	FIELD AUD I-MILK MKTG BD	8	2085	3475	6/95
0382	2	FIELD AUD II-MILK MKTG BD	10	2513	4188	6/95
0401	2	FINANCIAL INST EXMNR I	10	2513	4188	11/03
0402	2	FINANCIAL INST EXMNR II	12	2992	4986	11/03

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0403	2	FINANCIAL INST EXMNR III	13	3289	5481	11/03
0404	1	SUPERVISING EXAMINER	15	4052	6754	3/04
0405	1	CHIEF EXAMINER	16	4531	7551	3/04
0406	2	RISK MGMT CLAIMS ADMIN	13	3289	5481	11/04
0407	2	MGR, RISK MGMT/WC PRGM	13	3289	5481	1/06
0410	2	LOSS CONTROL ANALYST	12	2992	4986	7/97
0411	2	R M CLAIMS ANALYST I	8	2085	3475	4/99
0412	2	R M CLAIMS ANALYST II	10	2513	4188	4/99
0414	2	FIN & SEC EXMNR/INV I	10	2513	4188	11/02
0415	2	FIN & SEC EXMNR/INV II	12	2992	4986	11/02
0421	2	GRANTS/CONTRACTS OFR I	10	2513	4188	4/02
0422	2	GRANTS/CONTRACTS OFR II	12	2992	4986	4/02
0425	1	REIMBURSEMENT OFFICER	11	2736	4560	9/96
0431	2	BUSINESS MANAGER I	11	2736	4560	9/96
0432	2	BUSINESS MANAGER II	12	2992	4986	9/96
0438	2	ADMIN SVCS MANAGER - CSSB	12	2992	4986	12/96
0440	2	REG HSC FISCAL MGR-DHS	13	3289	5481	9/00
0441	2	CUST SERVICE REP	8	2085	3475	9/00
0442	2	CUST SERVICE SPEC	10	2513	4188	9/00
0443	2	CUST SERVICE CONSULT	11	2736	4560	9/00
0444	2	CUST SERVICE SR CONSULT	12	2992	4986	9/00
0445	1	CUSTOMER SERVICE OFFIC MANAGER	13	3289	5481	10/06
0446	1	CUSTOMER SERVICE AREA MGR	15	4052	6754	10/06
0447	1	AREA DIRECTOR-JSND	16	4531	7551	4/04
0451	1	MGR OF WORKFORCE PRGMS	15	4052	6754	6/00
0452	1	MGR OF BUS & APPL SRVS	15	4052	6754	6/00
0453	1	MGR OF EMPLOYMENT STATS	15	4052	6754	3/01
0454	2	QUALITY ASSURANCE INVEST	10	2513	4188	11/00
0455	2	POLICYHOLDER CLMS INVEST	8	2085	3475	9/96
0456	6	INSURANCE LICENSING SPEC	8	2085	3475	6/03
0457	2	INSURANCE UNDERWRITER	9	2315	3858	8/97
0459	2	INS CLAIMS EXAM/BLDG APPR	10	2513	4188	4/02
0460	2	INS CO FINANCIAL ANALYST	12	2992	4986	7/06
0461	2	INS COMPANY EXAMINER I	10	2513	4188	5/06
0462	2	INS COMPANY EXAMINER II	11	2736	4560	5/06
0464	2	DIVISION DIRECTOR, INSURANCE	14	3638	6064	3/07
0465	2	INSURANCE INVESTIGATOR I	10	2513	4188	9/96
0466	2	INSURANCE INVESTIGATOR II	12	2992	4986	9/96
0467	2	MARKET CONDUCT EXAMINER	11	2736	4560	7/99
0468	2	SENIOR INS CO EXAMINER	12	2992	4986	6/06
0471	2	SHIC PROGRAM MGR STATE INS DEP	13	3289	5481	11/06
0472	2	INS FUND CLAIMS MANAGER	12	2992	4986	1/97
0474	2	INSURANCE FRAUD INVESTIGATOR	11	2736	4560	8/03

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0481	3	UNEMP INS CLMS CNTR REP	8	2085	3475	9/01
0482	2	UNEMP INS CLMS CNTR SPEC	10	2513	4188	9/01
0483	2	UNEMP INS CLMS CNTR SUPV	12	2992	4986	9/01
0503	6	TELLER	6	1684	2806	5/07
0506	6	BANK OP PROCESSING TECH	5	1526	2544	1/00
0507	6	BANK OP PROCESSING SPEC	6	1684	2806	1/00
0508	6	BANK OP SR PROCESS SPEC	7	1867	3111	1/00
0510	2	BANK OP PROCESSING SUPV	8	2085	3475	5/00
0515	3	CLAIMS REVIEW SPEC-BND	8	2085	3475	8/97
0521	2	ASST BANK OPERATIONS MGR	11	2736	4560	9/99
0524	2	TRUST OFFICER	9	2315	3858	5/87
0525	2	TRUST ADMINISTRATOR	10	2513	4188	1/87
0530		DIRECTOR, COMM & MARKETING-BND	14	3638	6064	4/07
0531	2	INVESTMENT COORDINATOR	12	2992	4986	7/87
0541	2	TRUST DEPT MANAGER - BND	12	2992	4986	9/96
0550	2	LOAN OFFICER - TRAINEE	7	1867	3111	1/87
0551	2	LOAN OFFICER I	10	2513	4188	1/87
0552	2	LOAN OFFICER II	11	2736	4560	1/87
0553	2	LOAN OFFICER III	12	2992	4986	1/87
0555	2	CREDIT REVIEW ANALYST	9	2315	3858	1/87
0556	2	BENEFIT PROG ADMIN (PERS)	12	2992	4986	9/06
0557	1	BENEFIT PGMS DIV MGR-PERS	15	4052	6754	5/01
0558	2	FISCAL & INVEST OFFICER	15	4052	6754	8/00
0559	2	RETIREMENT PROG SUPV	13	3289	5481	6/99
0561	2	ADMIN UNIT SUPERVISOR I	9	2315	3858	6/95
0562	2	ADMIN UNIT SUPERVISOR II	10	2513	4188	6/95
0581	2	HOUSING PROGRAM REP	9	2315	3858	9/96
0590	1	HOUSING PROGRAM DIRECTOR	14	3638	6064	7/01
0591	1	HOUSING PROGRAM ADMIN I	10	2513	4188	9/96
0592	1	HOUSING PROGRAM ADMIN II	12	2992	4986	9/96
0593	1	HOUSING PROGRAM ADMIN III	13	3289	5481	9/96
0601	2	PURCHASING AGENT I	10	2513	4188	9/00
0602	2	PURCHASING AGENT II	12	2992	4986	9/00
0605	2	STATE PROCUREMENT OFCR I	10	2513	4188	10/05
0606	2	STATE PROCUREMENT OFCR II	12	2992	4986	10/05
0607	1	STATE PROCUREMENT MGR	13	3289	5481	9/99
0625	6	STORES CLERK	3	1256	2094	9/96
0631	8	STOREKEEPER I	6	1684	2806	6/98
0632	8	STOREKEEPER II	8	2085	3475	6/98
0633	8	SUPV, MATERIEL MGMT	8	2085	3475	9/84
0701	5	LEGAL ASSISTANT I	7	1867	3111	9/96
0702	2	LEGAL ASSISTANT II	9	2315	3858	9/96
0703	2	PARALEGAL	11	2736	4560	11/01

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0711	2	ATTORNEY I	13	3289	5481	4/07
0712	2	ATTORNEY II	14	3638	6064	4/07
0713	2	ATTORNEY III	16	4531	7551	4/07
0753	2	ADMINISTRATIVE LAW JUDGE	16	4531	7551	12/01
0801	5	HUMAN RESOURCE TECH I	8	2085	3475	10/03
0802	5	HUMAN RESOURCE TECH II	9	2315	3858	10/03
0803	2	HUMAN RESOURCE OFFICER I	11	2736	4560	10/03
0804	2	HUMAN RESOURCE OFFICER II	13	3289	5481	10/03
0805	1	HUMAN RESOURCE DIR I	14	3638	6064	10/03
0806	1	HUMAN RESOURCE DIR II	15	4052	6754	10/03
0807	1	CLASS & COMP MGR	14	3638	6064	8/89
0816	1	TRAINING & DEVEL ADMIN	13	3289	5481	9/04
0818	2	TRAINING OFFICER I	10	2513	4188	10/03
0819	2	TRAINING OFFICER II	12	2992	4986	10/03
0820	2	BUSINESS COMM SPECIALIST	10	2513	4188	5/00
0821	2	PUBLIC INFO SPEC I	8	2085	3475	5/07
0822	2	PUBLIC INFO SPEC II	10	2513	4188	5/07
0823	2	PUBLIC INFO SPEC III	11	2736	4560	5/07
0824	1	PUBLIC INFO SPEC IV	12	2992	4986	5/07
0826	2	CIVIL RIGHTS OFFICER I	8	2085	3475	6/88
0827	2	CIVIL RIGHTS OFFICER II	10	2513	4188	6/88
0828	2	CIVIL RIGHTS OFFICER III	12	2992	4986	6/88
0830	1	CIVIL RIGHTS DIVISION DIRECTOR	14	3638	6064	7/06
0834	2	INS FORM/RATE ANALYST I	10	2513	4188	5/01
0835	2	INS FORM/RATE ANALYST II	11	2736	4560	5/01
0837	2	SR INS FORM/RATE ANALYST	12	2992	4986	9/99
0840	1	DIRECTOR OF VITAL RECORDS	13	3289	5481	6/01
0850	1	ASSISTANT STATE ENGINEER	17	5069	8449	1/01
0852	2	EXECUTIVE STAFF OFFICER	13	3289	5481	9/03
0859	2	GOVERNOR'S RESIDENCE MGR	10	2513	4188	9/96
0860	2	LOTTERY SALES & MARKETING SPEC	12	2992	4986	2/06
0862	2	LOTTERY CUSTOMER SERVICE SPEC	12	2992	4986	10/05
0871	2	MULTI-MEDIA DEVELOPER	9	2315	3858	12/99
0873	2	MULTI-MEDIA MANAGER (DOT)	13	3289	5481	7/06
0880	5	BROADCAST ANNOUNCER	7	1867	3111	11/83
0891	2	PROJECT MANAGER I	11	2736	4560	5/06
0892	2	PROJECT MANAGER II	13	3289	5481	5/06
0893	2	PROJECT MANAGER III	14	3638	6064	5/06
0900	3	RESEARCH TECHNICIAN	7	1867	3111	7/87
0901	2	RESEARCH ANALYST I	9	2315	3858	2/02
0902	2	RESEARCH ANALYST II	10	2513	4188	2/02
0903	2	RESEARCH ANALYST III	12	2992	4986	2/02
0904	1	RESEARCH ANALYST IV	13	3289	5481	2/02

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
0908	1	COORDINATOR, ND VETS CEMETERY	10	2513	4188	12/06
0909	2	MANAGER, ND VETS CEMETERY	12	2992	4986	12/06
0911	2	ADMIN OFR I	8	2085	3475	5/99
0912	2	ADMIN OFR II	10	2513	4188	5/99
0917	1	CHIEF FINANCIAL OFR-DHS	17	5069	8449	5/02
0918	1	DIR, FACILITIES MGMT DIV	15	4052	6754	2/96
0919	1	CAPITOL CMPLX PHYS PT MGR	13	3289	5481	3/03
0920	1	DIR, CENTRAL SVCS DIV	15	4052	6754	3/04
0921	1	TRANS MGMT OFFICER I	10	2513	4188	1/99
0922	1	TRANS MGMT OFFICER II	12	2992	4986	1/99
0923	1	COMMUNICATIONS DIV DIRECTOR	14	3638	6064	1/06
0924	1	ADMIN DIV DIRECTOR, DOT	15	4052	6754	1/99
0926	1	DIR, INFO TECH DIV (DOT)	16	4531	7551	5/01
0927	2	BUSINESS PLANNER-DOT	11	2736	4560	10/06
0928	2	BUSINESS OP MGR, DOT	13	3289	5481	1/05
0929	1	DIRECTOR, OPERATIONS DIV (TAX)	15	4052	6754	4/05
0931	2	ED INFO PROCESS ANALYST	13	3289	5481	3/04
0951	2	ADMIN STAFF OFFICER I	9	2315	3858	4/98
0952	2	ADMIN STAFF OFFICER II	11	2736	4560	4/98
0953	2	ADMIN STAFF OFFICER III	12	2992	4986	4/98
0960	2	INFO MGMT OFFICER	12	2992	4986	4/02
1000	1	DIR, DIV OF IND STUDY	16	4531	7551	7/01
1007	3	TEACHING TECHNICIAN	5	1526	2544	10/96
1011	2	INSTRUCTOR	10	2513	4188	9/94
1015	3	SIGN LANGUAGE COMM FACILITATOR	8	2085	3475	12/05
1016	3	SIGN LANG INTERPRETER	9	2315	3858	12/05
1018	2	O & M SPECIALIST	12	2992	4986	9/95
1019	5	VISION ASSISTANT	7	1867	3111	6/06
1020	3	BRAILLIST	8	2085	3475	5/99
1021	2	VISION OUTREACH SPEC	11	2736	4560	7/00
1022	1	DIR OF EDUCATION	14	3638	6064	2/07
1026	1	DIR OF PROF DEV-NDSD/NDDC	14	3638	6064	7/02
1035	2	EDUCATION PROGRAMS COOR	10	2513	4188	10/96
1041	1	SUPT-SCHOOL FOR BLIND	16	4531	7551	5/95
1042	1	SUPT-SCHOOL FOR DEAF	16	4531	7551	5/98
1043	1	ADMINISTRATOR EDUCATION SRVCS	14	3638	6064	8/05
1044	1	SUPT-YOUTH CORRECT CNTR	16	4531	7551	9/02
1071	1	VOC TECH ED PROG COORD	12	2992	4986	1/99
1072	1	VOC TECH ED ASST PROG DIR	13	3289	5481	2/99
1073	1	VOC TECH ED DIR/SUPER	14	3638	6064	2/99
1074	1	VOC TECH ED ASST ST DIR	15	4052	6754	3/01
1081	2	TEACHER I	11	2736	4560	5/94
1082	2	TEACHER II	11	2736	4560	5/94

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
1083	2	TEACHER III	12	2992	4986	5/94
1084	2	TEACHER IV	12	2992	4986	5/94
1085	2	TEACHER V	13	3289	5481	5/94
1086	2	TEACHER VI	13	3289	5481	5/94
1091	2	GUIDANCE COUNSELOR I	12	2992	4986	7/96
1092	2	GUIDANCE COUNSELOR II	13	3289	5481	7/96
1093	2	GUIDANCE COUNSELOR III	13	3289	5481	7/96
1095	2	SCHOOL PSYCHOLOGIST	13	3289	5481	2/00
1105	2	INST RECREATION SPEC	9	2315	3858	8/02
1205	3	LIBRARY ASSOCIATE I	5	1526	2544	2/86
1206	3	LIBRARY ASSOCIATE II	7	1867	3111	2/86
1211	2	LIBRARIAN I	9	2315	3858	2/01
1212	2	LIBRARIAN II	11	2736	4560	2/01
1213	2	LIBRARIAN III	13	3289	5481	2/01
1223	1	ASST DIR, STATE LIBRARY	14	3638	6064	10/96
1224	1	STATE LIBRARIAN	16	4531	7551	4/94
1225	2	HISTORIC SITE SUPV I	7	1867	3111	5/04
1226	2	HISTORIC SITE SUPV II	8	2085	3475	5/04
1227	2	HISTORIC SITE SUPV III	10	2513	4188	5/04
1228	1	REG HISTORIC SITES MGR	12	2992	4986	4/98
1231	2	EXHIBIT SPECIALIST I	9	2315	3858	6/06
1232	2	EXHIBIT SPECIALIST II	10	2513	4188	6/06
1233	2	MUSEUM SPECIALIST	12	2992	4986	6/06
1234	2	HISTORIC EDUCATION PROGRAM ADM	12	2992	4986	3/06
1235	2	VISITOR SERVICES COORD	10	2513	4188	5/98
1239	2	HISTORIC PRESERV PROG SPEC I	11	2736	4560	11/06
1240	2	HISTORIC PRESERV PROG SPEC II	12	2992	4986	11/06
1244	2	ARCHIVIST I	9	2315	3858	3/07
1245	2	ARCHIVIST II	11	2736	4560	3/07
1248	2	PALEONTOLOGY LAB SPEC	8	2085	3475	2/03
1251	5	ARCHAEOLOGIST TECHNICIAN	9	2315	3858	5/01
1252	2	ARCHAEOLOGIST I	11	2736	4560	5/01
1253	2	ARCHAEOLOGIST II	12	2992	4986	5/01
1254	2	STATE/CHIEF ARCHAEOLOGIST	13	3289	5481	1/07
1255	2	STATE REC MGMT SYS ADMIN	13	3289	5481	8/97
1256	3	RECORDS MGMT SPECIALIST	9	2315	3858	1/02
1260	1	DIV DIR, STATE HIST SOC	15	4052	6754	10/06
1265	1	ASST DIR, STATE HIST SOC	15	4052	6754	9/06
1270	2	ART PROGRAMS ADMINISTRATOR	11	2736	4560	7/05
1601	2	EDUCATION PROGRAM ADM I	10	2513	4188	11/97
1602	2	EDUCATION PROGRAM ADM II	11	2736	4560	11/97
1603	2	EDUCATION PROGRAM ADM III	12	2992	4986	11/97
1604	1	ASST DIR, P/S EDUC PRGMS	13	3289	5481	10/02

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
1605	1	DIRECTOR, P/S EDUC PRGMS	15	4052	6754	6/04
1606	2	SPEC EDUC REGIONAL COORD I	13	3289	5481	6/04
1607	2	SPEC EDUC REGIONAL COORD II	14	3638	6064	6/04
1612	2	ASST DIR, FOOD DIST PRGMS	13	3289	5481	12/02
1613	2	ASST DIR, CHILD NUTN PRGM	13	3289	5481	12/02
1615	1	DIR CHILD NTN & FOOD DIST	15	4052	6754	6/04
1617	2	EDUCATION GRANTS MANAGER I	13	3289	5481	1/06
1618	2	EDUC GRANTS MANAGER II	14	3638	6064	1/06
1619	1	DIVISION MANAGER, DPI	16	4531	7551	6/99
1620	2	WATER RES EDUC PROG MGR	12	2992	4986	10/98
2001	3	ENGINEERING TECH I	5	1526	2544	10/89
2002	3	ENGINEERING TECH II	7	1867	3111	10/89
2003	3	ENGINEERING TECH III	8	2085	3475	10/89
2004	3	ENGINEERING TECH IV	10	2513	4188	10/89
2014	1	CONSTRUCTION SERVICES MANAGER	13	3289	5481	6/06
2015	3	TRANSPORTATION PROJ MGR	11	2736	4560	10/89
2016	3	TRANSPORTATION SENIOR MGR	12	2992	4986	10/89
2017	1	SURVEYS & PHOTOGRAM MGR	13	3289	5481	8/00
2018	2	HWY MATERIALS COORD	13	3289	5481	10/99
2019	2	TRANS ENGINEERING SVC MGR	13	3289	5481	11/04
2020	2	TRANS PROGRAMMING MANAGER	13	3289	5481	6/00
2021	2	TRANSPORTATION ENGR I	10	2513	4188	3/02
2022	2	TRANSPORTATION ENGR II	12	2992	4986	3/02
2023	2	TRANSPORTATION ENGR III	13	3289	5481	3/02
2024	1	ADMIN TRANS ENGINEER I	14	3638	6064	10/97
2025	1	ADMIN TRANS ENGINEER II	16	4531	7551	10/97
2026	1	ADMIN TRANS ENGINEER III	17	5069	8449	10/97
2027	1	ASST CHIEF TRANS ENGINEER	17	5069	8449	6/90
2030	1	CHIEF TRANS ENGINEER	19	6259	10431	6/90
2033	2	HWY CONSTRUCTION COORD	14	3638	6064	10/89
2034	2	HWY MAINTENANCE COORD	14	3638	6064	3/96
2041	2	ENVIRONMENTAL ENGR I	10	2513	4188	5/90
2042	2	ENVIRONMENTAL ENGR II	12	2992	4986	5/90
2043	2	ENVIRONMENTAL ENGR III	13	3289	5481	5/90
2044	1	SR ENVIRONMENTAL ENGR I	14	3638	6064	5/90
2045	1	SR ENVIRONMENTAL ENGR II	16	4531	7551	5/90
2048	2	HLTH CARE FAC ENG/ARCH	13	3289	5481	5/01
2050	2	WATER RESOURCE ENGR I	10	2513	4188	6/89
2051	2	WATER RESOURCE ENGR II	12	2992	4986	6/89
2052	2	WATER RESOURCE ENGR III	13	3289	5481	6/89
2053	1	WATER RESOURCE ENG MGR I	14	3638	6064	6/89
2054	1	WATER RESOURCE ENG MGR II	16	4531	7551	6/89
2056	2	HYDROLOGIST I	10	2513	4188	6/89

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
2057	2	HYDROLOGIST II	12	2992	4986	6/89
2058	2	HYDROLOGIST III	13	3289	5481	6/89
2059	1	HYDROLOGIST MANAGER I	14	3638	6064	6/89
2060	1	HYDROLOGIST MANAGER II	16	4531	7551	6/89
2065	2	FACILITY CONSTRUCTION ENG	14	3638	6064	3/98
2081	2	GEOLOGIST I	10	2513	4188	11/96
2082	2	GEOLOGIST II	13	3289	5481	11/96
2083	2	GEOLOGIST III	14	3638	6064	11/96
2087	2	PALEONTOLGY MANAGER	15	4052	6754	6/07
2089	1	STATE GEOLOGIST	16	4531	7551	7/05
2091	2	PETROLEUM ENGINEER I	10	2513	4188	7/06
2092	2	PETROLEUM ENGINEER II	12	2992	4986	7/06
2093	2	PETROLEUM ENGINEER III	14	3638	6064	7/06
2094	2	PETROLEUM ENGINEER IV	15	4052	6754	7/06
2095	1	PETROLEUM RES ASST DIR	17	5069	8449	1/07
2098	3	OIL & GAS PROD ANALYST	9	2315	3858	7/99
2101	2	PLANNER I	9	2315	3858	12/96
2102	2	PLANNER II	10	2513	4188	12/96
2103	2	PLANNER III	11	2736	4560	12/96
2104	1	PLANNER IV	13	3289	5481	12/96
2109	2	INST & FAC MSTR PLANNER	12	2992	4986	8/06
2111	3	GEOLOGIC MAP TECH I	7	1867	3111	4/02
2112	3	GEOLOGIC MAP TECH II	8	2085	3475	4/02
2113	2	GIS SPECIALIST I	9	2315	3858	12/99
2114	2	GIS SPECIALIST II	11	2736	4560	12/99
2115	2	GIS SPECIALIST III	13	3289	5481	12/99
2201	2	REALTY OFFICER I	8	2085	3475	12/95
2202	2	REALTY OFFICER II	9	2315	3858	12/95
2203	2	REALTY OFFICER III	11	2736	4560	12/95
2204	2	REALTY OFFICER IV	12	2992	4986	12/95
2205	1	DIR, RIGHT-OF-WAY DIV	14	3638	6064	9/95
2400	2	CONST COORD-NAT'L GUARD	13	3289	5481	12/96
2404	2	MILITARY FAC REALTY OFR	11	2736	4560	2/02
3015	8	HEALTH CARE ORDERLY I	3	1256	2094	12/96
3016	8	HEALTH CARE ORDERLY II	5	1526	2544	12/96
3017	3	BASIC CARE UNIT MGR-NDVH	10	2513	4188	7/01
3018	2	PHYSICIAN ASSISTANT	15	4052	6754	6/03
3020	2	NURSE PRACTITIONER	15	4052	6754	6/03
3021	2	PSYCH CLINICAL NURSE SPEC	15	4052	6754	4/98
3022	1	DIR OF HLTH/NURS SVC-NDVH	13	3289	5481	12/96
3027	1	DIR OF HEALTH SVCS ADMIN	14	3638	6064	12/96
3029	2	DIRECTOR OF NURSING-HSC	12	2992	4986	3/97
3030	2	DIRECTOR OF NURSING-NDSH	16	4531	7551	6/01

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
3032	2	CLINICAL COORDINATOR-NDSH	13	3289	5481	6/96
3033	1	DIRECTOR, HEALTH/NURSING	13	3289	5481	8/04
3051	3	L P NURSE I	7	1867	3111	5/04
3052	3	L P NURSE II	8	2085	3475	5/04
3059	3	NURSE TECHNICIAN	7	1867	3111	5/99
3061	2	REGISTERED NURSE I	10	2513	4188	3/00
3062	2	REGISTERED NURSE II	11	2736	4560	3/00
3063	2	REGISTERED NURSE III	12	2992	4986	3/00
3075	2	PUBLIC HLTH NURSE CONS I	10	2513	4188	11/05
3076	2	PUBLIC HLTH NURSE CONS II	11	2736	4560	11/05
3102	2	AUD/SPEECH LANG PATH I	10	2513	4188	1/87
3103	2	AUD/SPEECH LANG PATH II	11	2736	4560	1/87
3104	2	AUD/SPEECH LANG PATH III	12	2992	4986	1/87
3108	5	ACTIVITY ASSISTANT I	4	1388	2313	12/96
3109	5	ACTIVITY ASSISTANT II	6	1684	2806	12/96
3111	2	ACTIVITY THERAPIST I	9	2315	3858	4/02
3112	2	ACTIVITY THERAPIST II	10	2513	4188	4/02
3113	2	ACTIVITY THERAPIST III	11	2736	4560	4/02
3120	5	PHYS THER AIDE-DEV CNTR	7	1867	3111	2/02
3123	2	PHYSICAL THERAPIST	14	3638	6064	6/03
3125	1	DIR OF PHYSICAL THERAPY	16	4531	7551	11/98
3133	2	OCCUPATIONAL THERAPIST	13	3289	5481	7/03
3135	1	DIR OF OCC THERAPY	14	3638	6064	7/03
3137	5	CERT OCC THERAPY ASST I	7	1867	3111	11/89
3138	5	CERT OCC THERAPY ASST II	8	2085	3475	11/89
3146	3	ADAPTIVE EQUIP SPEC I	10	2513	4188	4/90
3147	3	ADAPTIVE EQUIP SPEC II	11	2736	4560	4/90
3148	1	DIR, ADAPTIVE EQUIP CTR	13	3289	5481	4/90
3171	2	THERAPEUTIC REC SPEC I	9	2315	3858	6/91
3172	2	THERAPEUTIC REC SPEC II	10	2513	4188	6/91
3173	2	THERAPEUTIC REC SPEC III	11	2736	4560	6/91
3201	3	MEDICAL LAB TECH I	8	2085	3475	6/98
3202	3	MEDICAL LAB TECH II	9	2315	3858	6/98
3206	8	LABORATORY HELPER	3	1256	2094	9/01
3208	3	PHLEBOTOMIST	5	1526	2544	8/01
3211	3	LABORATORY TECHNICIAN I	4	1388	2313	2/99
3212	3	LABORATORY TECHNICIAN II	6	1684	2806	2/99
3213	3	LABORATORY TECHNICIAN III	7	1867	3111	2/99
3214	3	LABORATORY TECHNICIAN IV	8	2085	3475	2/99
3224	2	MEDICAL TECHNOLOGIST I	9	2315	3858	2/97
3225	2	MEDICAL TECHNOLOGIST II	10	2513	4188	2/97
3226	2	HUMAN SVCS MEDICAL LAB DIR	12	2992	4986	3/07
3231	2	CHEMIST I	9	2315	3858	5/99

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
3232	2	CHEMIST II	11	2736	4560	5/99
3233	2	CHEMIST III	12	2992	4986	5/99
3234	2	FORENSIC SCIENCE SUPERVISOR	14	3638	6064	6/04
3235	2	FORENSIC SCIENTIST I	10	2513	4188	6/04
3236	2	FORENSIC SCIENTIST II	11	2736	4560	6/04
3237	2	FORENSIC SCIENTIST III	12	2992	4986	6/04
3238	1	ADMIN, FORENSIC EXAM OFC	13	3289	5481	7/97
3241	2	MICROBIOLOGIST I	9	2315	3858	7/84
3242	2	MICROBIOLOGIST II	11	2736	4560	7/84
3243	2	MICROBIOLOGIST III	12	2992	4986	7/84
3244	1	DIV OF MICROBIOLOGY DIR	15	4052	6754	5/03
3250	2	STATE TOXICOLOGIST	14	3638	6064	6/04
3258	2	SENIOR CHEMIST I	13	3289	5481	7/89
3259	2	SENIOR CHEMIST II	15	4052	6754	7/89
3261	2	PHARMACIST I	15	4531	7551	4/02
3262	1	PHARMACIST II	16	5069	8449	4/02
3263	3	REGISTERED PHARMACY TECH	6	1684	2806	5/98
3276	3	CHIEF RADIOLOGICAL TECH	9	2315	3858	2/97
3320	3	DENTAL ASSISTANT	6	1684	2806	6/05
3326	3	DENTAL HYGIENIST	13	3289	5481	5/06
3401	2	ENV HEALTH PRACT I	9	2315	3858	5/86
3402	2	ENV HEALTH PRACT II	10	2513	4188	5/86
3403	2	ENV HEALTH PRACT III	11	2736	4560	5/86
3411	2	EPIDEMIOLOGIST I	9	2315	3858	2/07
3412	2	EPIDEMIOLOGIST II	10	2513	4188	2/07
3413	2	EPIDEMIOLOGIST III	11	2736	4560	2/07
3414	1	SENIOR EPIDEMIOLOGIST	12	2992	4986	10/88
3425	2	EMER MEDICAL SVCS SPEC I	8	2085	3475	12/04
3426	2	EMER MEDICAL SVCS SPEC II	10	2513	4188	12/04
3428	2	HEALTH EDUCATION SPEC I	8	2085	3475	9/84
3429	2	HEALTH EDUCATION SPEC II	10	2513	4188	9/84
3501	3	MEDICAL CODING SPEC	10	2513	4188	7/06
3503	3	HEALTH INFO TECH I	6	1684	2806	1/02
3504	3	HEALTH INFO TECH II	8	2085	3475	1/02
3507	2	HEALTH INFORMATION ADMIN	12	2992	4986	2/02
3511	2	HLTH CARE FAC SURVYR I	9	2315	3858	3/97
3512	2	HLTH CARE FAC SURVYR II	11	2736	4560	3/97
3513	2	HLTH CARE FAC SURVYR III	12	2992	4986	3/97
3518	3	HCF FIRE SAFETY SURV I	10	2513	4188	5/99
3519	3	HCF FIRE SAFETY SURV II	11	2736	4560	5/99
3520	1	CHIEF, HEALTH RESOUR SEC	16	4531	7551	12/82
3522	1	CHIEF ENVIR HLTH SECTION	19	6259	10431	3/97
3543	2	DIETITIAN I	8	2085	3475	9/88

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
3544	2	DIETITIAN II	10	2513	4188	9/88
3558	3	ENVIRON QUAL MON TECH I	7	1867	3111	3/97
3559	3	ENVIRON QUAL MON TECH II	8	2085	3475	3/97
3701	2	VETERINARIAN I	15	4052	6754	4/97
3702	2	VETERINARIAN II	17	5069	8449	4/97
4001	3	ELIG WORKER TECHNICIAN	6	1684	2806	4/97
4002	3	ELIG WORKER I	8	2085	3475	4/97
4003	3	ELIG WORKER II	9	2315	3858	4/97
4004	5	ELIG WORKER SUPERVISOR	10	2513	4188	10/95
4005	3	SYSTEM SUPPORT SPEC I - DHS	9	2315	3858	4/05
4006	3	SYSTEM SUPPORT SPEC II - DHS	10	2513	4188	4/05
4007	3	SYSTEM SUPPORT SPEC III - DHS	11	2736	4560	4/05
4020	2	QUALITY CONTROL REVIEWER	11	2736	4560	1/97
4021	1	DIR, QUAL CONTROL REVIEW	12	2992	4986	1/97
4025	2	CLIENT ASSIST PROG ADM I	11	2736	4560	4/90
4026	2	CLIENT ASSIST PROG ADM II	12	2992	4986	4/90
4028	2	REGIONAL REP-SOC SER PROG	12	2992	4986	3/86
4029	2	REG REP-ECON/MED ASST PRG	12	2992	4986	2/00
4030	2	HUMAN SVC PRGM SPEC	7	1867	3111	2/78
4031	2	HUMAN SVC PRGM ADMIN I	9	2315	3858	7/79
4032	1	HUMAN SVC PRGM ADMIN II	10	2513	4188	7/79
4033	1	HUMAN SVC PRGM ADMIN III	11	2736	4560	7/79
4034	1	HUMAN SVC PRGM ADMIN IV	12	2992	4986	7/79
4035	1	HUMAN SVC PRGM ADMIN V	13	3289	5481	7/79
4036	1	HUMAN SVC PRGM ADMIN VI	14	3638	6064	7/79
4037	1	TREATMENT UNIT DIRECTOR	15	4052	6754	6/01
4038	1	DENTAL HLTH PRGM ADMIN	11	2736	4560	2/02
4039	1	HUMAN SERVICE CENTER DIR I	16	4531	7551	11/06
4040	1	HUMAN SERVICE CENTER DIR II	17	5069	8449	11/06
4045	1	DIR OF ECONOMIC ASST-DHS	16	4531	7551	4/99
4046	1	DIRECTOR, MED ASSISTANCE	16	4531	7551	4/97
4048	1	DIR CHILD SPT ENFORCE DIV	16	4531	7551	2/05
4050	1	DIR, CHILD & FAM SVCS-DHS	16	4531	7551	4/02
4052	1	DIR, LEGAL ADV UNIT-DHS	15	4052	6754	1/02
4053	1	DIRECTOR, AGING SERVICES	15	4052	6754	6/88
4061	1	COUNTY DIRECTOR I	11	2736	4560	11/94
4062	1	COUNTY DIRECTOR II	13	3289	5481	11/94
4063	1	COUNTY DIRECTOR III	14	3638	6064	11/94
4064	1	COUNTY DIRECTOR IV	15	4052	6754	11/94
4071	2	DEV DISABIL CASEMGR I	9	2315	3858	2/93
4072	2	DEV DISABIL CASEMGR II	10	2513	4188	2/93
4073	2	DEV DISABIL CASEMGR III	11	2736	4560	2/93
4074	2	REG DEV DISABIL PRGM ADMN	12	2992	4986	2/93

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
4080	2	MI CASEMANAGER I	9	2315	3858	9/03
4081	2	MI CASEMANAGER II	10	2513	4188	9/03
4084	2	MI EXT T AND C COORD I	11	2736	4560	4/91
4085	2	MI EXT T AND C COORD II	12	2992	4986	4/91
4091	2	BEHAVIOR MOD SPEC I	9	2315	3858	6/01
4092	2	BEHAVIOR MOD SPEC II	11	2736	4560	6/01
4101	3	MENTAL HLTH CARE SPEC I	4	1388	2313	12/96
4102	3	MENTAL HLTH CARE SPEC II	6	1684	2806	12/96
4104	5	MHC ADDICTION TECHNICIAN	6	1684	2806	4/94
4105	3	MENTAL HLTH CARE ASSOC	7	1867	3111	9/01
4106	3	BEHAVIORAL HEALTH SUPERVISOR	8	2085	3475	3/07
4109	3	DIRECT TRAINING ASST	3	1256	2094	4/00
4110	3	DIRECT TRAINING TECH I	5	1526	2544	4/99
4111	3	DIRECT TRAINING TECH II	7	1867	3111	4/99
4113	5	ASST RES SUPV, HUMAN SERVICES	7	1867	3111	10/05
4114	2	SR RES SUPV, HUMAN SERVICES	8	2085	3475	10/05
4116	2	UNIT PROGRAM COORD	11	2736	4560	7/99
4119	2	DIRECTOR OF RESIDENT CARE	13	3289	5481	7/04
4120	2	JUVENILE INST RES SPEC I	9	2315	3858	1/03
4121	2	JUVENILE INST RES SPEC II	10	2513	4188	1/03
4122	2	YOUTH TREATMENT DIRECTOR, YCC	13	3289	5481	11/06
4123	2	JUVENILE SVC PGM DIRECTOR	12	2992	4986	11/04
4125	2	DORMITORY COUNSELOR I	7	1867	3111	12/95
4126	2	DORMITORY COUNSELOR II	8	2085	3475	11/95
4127	2	JUV COR ASSESS/EVAL COORD	12	2992	4986	1/05
4130	1	DIR, MNTL HLTH/SUB ABUSE	16	4531	7551	7/99
4131	2	ADDICTION COUNSELOR INTRN	9	2315	3858	2/99
4132	2	ADDICTION COUNSELOR I	10	2513	4188	2/99
4133	2	ADDICTION COUNSELOR II	11	2736	4560	2/99
4134	2	ADDICTION COUNSELOR III	12	2992	4986	2/99
4142	2	HUMAN RELATIONS COUNS	11	2736	4560	8/00
4151	2	PSYCHOMETRIST	9	2315	3858	4/97
4160	2	PSYCHOLOGY TRAINEE	11	2736	4560	4/05
4163	2	PSYCHOLOGIST RESIDENT	14	3638	6064	9/99
4164	2	LICENSED PSYCHOLOGIST I	15	4052	6754	7/02
4165	2	LICENSED PSYCHOLOGIST II	16	4531	7551	7/02
4167	2	LIC FORENSIC PSYCHOLOGIST	17	5069	8449	6/02
4168	1	DIR. OF PSYCHOLOGY - NDSH	17	5069	8449	8/96
4170	2	CHAPLAIN INTERN	8	2085	3475	4/02
4171	2	CHAPLAIN	11	2736	4560	3/02
4173	1	DIR OF CHAPLAINCY SVCS	13	3289	5481	1/02
4184	1	DIR OF RESIDENT SVCS	15	4052	6754	2/90
4185	1	ASST SUPT, DEV CENTER	15	4052	6754	7/01

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
4201	2	REG CHILD SUP PROG ADM	12	2992	4986	4/97
4203	2	STATE PARENT LOCATOR	8	2085	3475	3/86
4205	2	CHILD SUPPORT INVEST	9	2315	3858	10/06
4206	2	CHILD SUPPORT INVEST LEAD	10	2513	4188	10/06
4207	2	PUBLIC ASST FRAUD INV	10	2513	4188	11/97
4208	3	CHILD SUPPORT PYMT TECH	6	1684	2806	7/01
4209	3	CHILD SUPPORT PYMT SPEC	8	2085	3475	7/01
4210	2	SOCIAL WORK DESIGNEE	8	2085	3475	6/90
4211	2	SOCIAL WORKER I	9	2315	3858	5/05
4212	2	SOCIAL WORKER II	10	2513	4188	5/05
4213	2	SOCIAL WORKER III	11	2736	4560	5/05
4215	2	SUPERVISOR/CLINICIAN	12	2992	4986	11/04
4216	2	ADVANCED CLINICAL SPEC	12	2992	4986	11/02
4219	1	TREATMENT DIRECTOR, DOCR	14	3638	6064	11/04
4221	2	VOC REHAB COUNS I	9	2315	3858	4/05
4222	2	VOC REHAB COUNS II	10	2513	4188	4/05
4223	2	VOC REHAB COUNS III	11	2736	4560	4/05
4225	2	VISION REHAB SPECIALIST I	9	2315	3858	11/04
4226	2	VISION REHAB SPECIALIST II	11	2736	4560	11/04
4227	2	ECC LICENSING SPEC I	9	2315	3858	11/99
4228	2	ECC LICENSING SPEC II	10	2513	4188	11/99
4231	2	VETNS BENEFITS SPEC	9	2315	3858	5/05
4238	5	COMMUNITY HOME COUNS I	5	1526	2544	7/99
4239	5	COMMUNITY HOME COUNS II	6	1684	2806	7/99
4240	5	COMMUNITY HOME COUNS III	7	1867	3111	7/99
4243	2	VOCATIONAL EVALUATOR I	9	2315	3858	4/02
4244	2	VOCATIONAL EVALUATOR II	11	2736	4560	4/02
4247	6	MEMBER SERVICES REP	7	1867	3111	9/96
4250	2	EMP BENEFIT PGMS SPEC	11	2736	4560	6/96
4251	2	DIS CLAIMS ANALYST I	8	2085	3475	11/85
4252	2	DIS CLAIMS ANALYST II	10	2513	4188	11/85
4253	2	SR DISABILITY CLMS AN	11	2736	4560	11/85
4254	2	DIS CLAIMS ANALYST SUPV	12	2992	4986	11/85
4255	2	DIS BEN CLMS QUAL REV	11	2736	4560	11/85
4273	3	VOCATIONAL TRNG TECH	7	1867	3111	5/97
4278	1	DIRECTOR, DISABILITY SERVICES	16	4531	7551	12/06
4301	2	JUVENILE CORRECTIONS TECH	10	2513	4188	5/01
4302	2	JUVENILE CORRECTIONS SPEC	11	2736	4560	5/01
4303	2	SR JUVENILE CORRECT SPEC	12	2992	4986	5/01
4304	2	JUVENILE CORRECT REG MGR	13	3289	5481	8/06
4305	2	JUV COR INST CASE MGR I	10	2513	4188	7/04
4306	2	JUV COR INST CASE MGR II	11	2736	4560	7/04
4307	2	JUV CORR INTAKE COORD	11	2736	4560	1/05

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
4310	2	JS PROG ADMIN ASSISTANT	9	2315	3858	4/03
4322	1	JS PROGRAM ADMIN I	11	2736	4560	5/07
4323	1	JS PROGRAM ADMIN II	12	2992	4986	5/07
4324	1	JS PROGRAM ADMIN III	13	3289	5481	5/07
4345	1	CHIEF OF EMP REL/PLACEMNT	14	3638	6064	5/97
4351	3	CLAIMS EXAMINER I	6	1684	2806	5/97
4352	3	CLAIMS EXAMINER II	7	1867	3111	5/97
4357	2	QUALITY ASSURANCE INVSTIGTR I	10	2513	4188	4/07
4358	2	QUALITY ASSURANCE INVSTIGTR II	11	2736	4560	4/07
4360	2	APPEALS REFEREE	12	2992	4986	5/97
4361	1	CHIEF APPEALS REFEREE	13	3289	5481	5/97
4400	5	HOUSE PARENT	4	1388	2313	5/97
4401	5	HUMAN SERVICE AIDE I	4	1388	2313	10/01
4402	5	HUMAN SERVICE AIDE II	6	1684	2806	10/01
4403	6	DISABILITY CLAIMS ASST	6	1684	2806	5/04
4405	5	IN-HOME CARE SPEC I	4	1388	2313	11/99
4406	5	IN-HOME CARE SPEC II	5	1526	2544	11/99
4407	5	IN-HOME CARE SPEC III	6	1684	2806	11/99
4409	5	PARENT AIDE	6	1684	2806	9/03
4422	6	VOLUNTEER SERVICES COORD	7	1867	3111	5/97
4511	2	DISABILITY ADVOCATE	12	2992	4986	9/96
5001	1	STATE FIRE MARSHAL	14	3638	6064	8/94
5002	4	DEPUTY FIRE MARSHAL I	11	2736	4560	6/94
5003	4	DEPUTY FIRE MARSHAL II	12	2992	4986	6/94
5006	1	DIRECTOR - BCI	18	5657	9429	11/05
5010	1	BCI INFO SERVICES MGR	13	3289	5481	7/06
5012	6	IDENTIFICATION TECH I	5	1526	2544	11/98
5013	3	IDENTIFICATION TECH II	7	1867	3111	11/98
5014	3	IDENTIFICATION TECH III	8	2085	3475	11/98
5021	3	COMMUNICATIONS SPEC I	7	1867	3111	12/04
5022	3	COMMUNICATIONS SPEC II	9	2315	3858	12/04
5023	3	COMMUNICATIONS SPEC III	10	2513	4188	12/04
5024	3	COMMUNICATIONS SUPERVISOR	11	2736	4560	12/04
5035	2	DEPUTY BOILER INSPECTOR	11	2736	4560	6/04
5036	1	CHIEF BOILER INSPECTOR	13	3289	5481	7/96
5037	2	COMPLIANCE INVESTIGATOR I-DOL	9	2315	3858	6/07
5038	2	COMPLIANCE INVESTIGATOR II-DOL	11	2736	4560	6/07
5040	1	HUMAN RIGHTS DIRECTOR - DOL	14	3638	6064	11/06
5044	2	HOMELAND SECURITY SECTN CHIEF	13	3289	5481	5/06
5045	2	EMERGENCY PROG SPEC I	8	2085	3475	1/04
5046	2	EMERGENCY PROG SPEC II	10	2513	4188	1/04
5047	2	EMERGENCY PROG SPEC III	12	2992	4986	1/04
5050	2	SAFETY OFFICER	11	2736	4560	5/04

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
5100	1	DIR, FIELD SERVICES DIV	17	5069	8449	2/07
5101	2	PAROLE & PROB OFFICER I	9	2315	3858	5/05
5102	2	PAROLE & PROB OFFICER II	12	2992	4986	5/05
5103	2	PAROLE & PROB OFFICER III	13	3289	5481	5/05
5104	1	PAROLE & PROB PRGM MGR	14	3638	6064	7/03
5106	4	CORRECTIONS TRAINEE	6	1684	2806	5/05
5108	4	CORRECTIONAL CASEWORKER	10	2513	4188	7/07
5109	1	CORRECTIONAL UNIT MANAGER	12	2992	4986	7/03
5110	4	CORRECTIONAL CASE MGR	11	2736	4560	11/03
5111	4	CORRECTIONAL OFFICER I	7	1867	3111	7/07
5112	4	CORRECTIONAL OFFICER II	9	2315	3858	7/07
5113	4	CORRECTIONAL OFFICER III	10	2513	4188	7/07
5115	4	PENITENTIARY INDUSTR MGR	11	2736	4560	7/03
5116	1	PENITENTIARY INDUSTR DIR	15	4052	6754	12/05
5118	4	CHIEF OF SECURITY	13	3289	5481	10/03
5119	1	DEPUTY WARDEN	14	3638	6064	7/03
5120	1	DIR, PRISONS DIV/WARDEN	18	5657	9429	2/07
5121	1	WARDEN, JRCC	16	4531	7551	8/03
5122	1	DIR, JUVENILE SVCS DIV	18	5657	9429	6/06
5125	1	ASST DIR, PEN IND	13	3289	5481	1/99
5126	2	PRODUCTION MGR, IND	12	2992	4986	10/87
5127	3	INDUSTRIES SPECIALIST I	9	2315	3858	10/03
5128	3	INDUSTRIES SPECIALIST II	10	2513	4188	10/03
5129	4	IND PRODUCTION APPRENTICE	6	1684	2806	2/98
5130	1	DIRECTOR MRCC	14	3638	6064	6/06
5131	4	CORRECTIONAL SUPERVISOR I	11	2736	4560	5/07
5132	4	CORRECTIONAL SUPERVISOR II	12	2992	4986	5/07
5135	5	COMM CORRECTIONS AGENT I	8	2085	3475	12/04
5136	5	COMM CORRECTIONS AGENT II	9	2315	3858	12/04
5137	5	COMM CORRECTIONS AGENT III	10	2513	4188	12/04
5139	2	CORRECTIONS PROG ADMINISTRATOR	12	2992	4986	12/04
5200	5	LICENSING ADMINISTRATOR	10	2513	4188	4/96
5203	4	GAMING INVESTIGATOR	12	2992	4986	10/97
5208	4	CONSUMR FRAUD INVESTGR I	10	2513	4188	8/94
5209	4	CONSUMR FRAUD INVESTGR II	11	2736	4560	8/94
5211	4	CRIMINAL INVESTIGATOR I	12	2992	4986	1/06
5212	4	CRIMINAL INVESTIGATOR II	13	3289	5481	1/06
5213	4	CRIMINAL INVESTIGATOR III	14	3638	6064	1/06
5218	2	CRIMINAL RECORDS ANALYST	9	2315	3858	12/00
5221	2	CRIMINAL RECORDS/ID MGR	13	3289	5481	8/97
5222	2	UNIFORM CRIME RPT PGM MGR	12	2992	4986	1/02
5225	1	CHIEF INVESTIGATOR - BCI	15	4052	6754	1/06
5230	2	MOTOR VEHICLE SVCS REP	10	2513	4188	10/97

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
5241	3	DRIVERS LICENSE EXMNR I	6	1684	2806	7/00
5242	3	DRIVERS LICENSE EXMNR II	8	2085	3475	7/00
5243	3	DRIVERS LICENSE EXMNR SPV	9	2315	3858	7/00
5245	2	HEARING OFFICER I-DOT	12	2992	4986	9/98
5246	2	HEARING OFFICER II-DOT	13	3289	5481	9/98
5248	1	PUBLIC UTILITY DIV DIR	16	4531	7551	10/97
5250	3	WEIGHTS & MEASURES INSPTR	7	1867	3111	5/92
5253	1	DIR, TESTING & SAFETY DIV	14	3638	6064	8/94
5254	2	CHIEF INSPECTOR - PSC	11	2736	4560	10/97
5257	2	LICENSING DIV DIRECTOR-PSC	12	2992	4986	4/05
5260	3	GRAIN WAREHOUSE INSPECTOR	11	2736	4560	6/96
5265	1	DIR, RECLAMATION & AML	16	4531	7551	2/07
5271	2	ENVIRON SCIENTIST I	9	2315	3858	7/96
5272	2	ENVIRON SCIENTIST II	11	2736	4560	7/96
5273	2	ENVIRON SCIENTIST III	12	2992	4986	7/96
5274	1	ENVIRON SCIENCES ADMIN I	14	3638	6064	9/82
5275	1	ENVIRON SCIENCES ADMIN II	15	4052	6754	9/82
5290	2	PETRO RESRCE GEO ANALYST	14	3638	6064	5/05
5300	2	OIL & GAS METER SYS SPEC	10	2513	4188	2/86
5330	2	PUBLIC UTIL ANALYST I	11	2736	4560	4/05
5331	2	PUBLIC UTIL ANALYST II	12	2992	4986	4/05
5332	2	PUBLIC UTIL ANALYST III	14	3638	6064	4/05
5401	3	SEISMIC FIELD REP	10	2513	4188	5/02
5526	2	SAFETY/SECURITY SUPV	10	2513	4188	4/99
5528	2	NDNG ANTI-TERRORISM PROG MGR	12	2992	4986	9/06
5531	4	SECURITY OFFICER I	7	1867	3111	4/02
5532	4	SECURITY OFFICER II	8	2085	3475	4/02
5535	1	SECURITY SUPERVISOR	11	2736	4560	4/99
5537	2	LOTTERY SECURITY OFFICER	13	3289	5481	3/07
5701	3	COMM MTR CARR PERMIT TECH	7	1867	3111	3/03
5702	3	COMM MTR CARRIER INSP	8	2085	3475	11/04
5704	5	ACADEMY OPERATIONS COORD	9	2315	3858	10/99
5705	4	HWY PATROL OFFICER I	9	2315	3858	4/05
5706	4	HWY PATROL OFFICER II	12	2992	4986	4/05
5707	4	HWY PATROL SERGEANT	13	3289	5481	3/01
5710	1	HWY PATROL STAFF OFR	14	3638	6064	8/06
5714	1	HIGHWAY PATROL DIVI COMMANDER	15	4052	6754	8/06
5715	1	HWY PATROL MAJOR	16	4531	7551	8/06
5720	3	SAFETY AUDITOR I - HP	9	2315	3858	8/05
5721	3	SAFETY AUDITOR II - HP	10	2513	4188	8/05
6001	3	WILDLIFE TECHNICIAN I	8	2085	3475	4/01
6002	3	WILDLIFE TECHNICIAN II	10	2513	4188	4/01
6005	2	COMM MGR-ND GAME & FISH	13	3289	5481	5/02

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
6006	1	CHIEF-FISHERIES DIVISION	15	4052	6754	1/98
6007	1	CHIEF-CONSERV & COMM DIV	15	4052	6754	7/00
6008	1	CHIEF-WILDLIFE DIVISION	15	4052	6754	1/98
6009	1	CHIEF-ADMIN SVCS DIV	15	4052	6754	1/98
6010	1	ASST CHIEF-WILDLIFE DIV	14	3638	6064	1/98
6011	4	DISTRICT GAME WARDEN I	9	2315	3858	8/01
6012	4	DISTRICT GAME WARDEN II	12	2992	4986	8/01
6013	4	DISTRICT GAME WARDEN SUPV	13	3289	5481	8/01
6014	1	CHIEF GAME WARDEN	15	4052	6754	1/98
6023	2	HUNTER ED PROGRAM ADMIN	12	2992	4986	11/98
6039	2	PARK INTERPRETER	9	2315	3858	11/04
6040	4	PARK RANGER	10	2513	4188	11/04
6045	2	PARK MANAGER I	12	2992	4986	10/04
6046	2	PARK MANAGER II	13	3289	5481	10/04
6048	1	STATE PARKS FIELD MANAGER	14	3638	6064	10/04
6052	1	WATER RESOURCE PROG ADMIN I	11	2736	4560	10/04
6053	1	WATER RESOURCE PROG ADMIN II	13	3289	5481	10/04
6055	1	WATER RESOURCE PROJ MGR	11	2736	4560	5/90
6056	3	WATER RESOURCE SENIOR MGR	12	2992	4986	5/90
6060	2	NATL RESOURCE ECONOMIST	13	3289	5481	3/06
6065	1	DIR OF RESOURCES PLANNING	16	4531	7551	3/99
6071	2	BIOLOGIST I	11	2736	4560	1/01
6072	2	BIOLOGIST II	12	2992	4986	1/01
6073	2	BIOLOGIST III	13	3289	5481	1/01
6100	2	BARLEY UTIL DEV SPEC	12	2992	4986	8/02
6200	1	AGRI PROGRAM MGR	14	3638	6064	7/06
6201	2	AG PROGRAM COORDINATOR	12	2992	4986	7/00
6202	3	AG PROGRAM SPECIALIST I	9	2315	3858	10/02
6203	3	AG PROGRAM SPECIALIST II	11	2736	4560	10/02
6221	3	AG PROGRAM INSPECTOR I	8	2085	3475	3/00
6222	3	AG PROGRAM INSPECTOR II	9	2315	3858	3/00
6223	3	SR AG PROGRAM INSPECTOR	11	2736	4560	3/00
6225	1	MEAT INSPECTION PROG DIR	15	4052	6754	4/02
6231	2	PLANT PROTECTION SPEC	10	2513	4188	2/98
6302	2	AG MEDIATION SVC NEGTR	10	2513	4188	1/99
6305	2	AGRI MARKETING SPEC I	11	2736	4560	5/07
6306	2	AGRI MARKETING SPEC II	12	2992	4986	5/07
6307	1	WHEAT MKTG & DEVEL DIR	14	3638	6064	5/07
6320	3	LAND MGMT SPECIALIST	9	2315	3858	3/98
6325	2	RANGE & SOILS MGMT SPEC	12	2992	4986	3/98
6330	1	DIR, SURFACE MGMT DIV	15	4052	6754	3/98
6335	1	DIR, MINERALS MGMT DIV	15	4052	6754	1/97
6391	2	SEED PROD & LAB SPEC	11	2736	4560	9/00

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
6401	3	SEED ANALYST I	5	1526	2544	2/87
6402	3	SEED ANALYST II	6	1684	2806	2/87
6403	3	SEED ANALYST III	8	2085	3475	2/87
6404	2	LAB SUPV-STATE SEED DEPT	12	2992	4986	3/98
6405	2	FIELD SEED PROGRAM MANAGER	12	2992	4986	7/06
6406	1	DIR OF FIELD SEED PGMS	13	3289	5481	8/00
6409	2	DIR, SEED DIAGNOSTIC LAB	13	3289	5481	5/01
6410	3	POTATO/GRAIN INSPECTOR	7	1867	3111	12/96
6411	1	DIR OF POTATO PROGRAMS	13	3289	5481	12/01
6412	3	FIELD SEED SPECIALIST	8	2085	3475	3/02
6415	3	POTATO/GRAIN INSP SUPV I	9	2315	3858	2/97
6416	3	POTATO/GRAIN INSP SUPV II	10	2513	4188	2/97
7001	8	HOUSEKEEPER-GOV'S RES	4	1388	2313	2/01
7010	8	CUSTODIAN	3	1256	2094	3/98
7011	8	CUSTODIAN, INSTITUTIONS	4	1388	2313	5/01
7014	8	CUSTODIAL SUPERVISOR I	5	1526	2544	3/98
7015	8	CUSTODIAL SUPERVISOR II	7	1867	3111	3/98
7020	8	TRAINING CNTR HOUSING MGR	10	2513	4188	4/03
7113	8	FOOD SERVICE ASSISTANT	3	1256	2094	12/01
7122	8	COOK I	5	1526	2544	4/02
7123	8	COOK II	6	1684	2806	4/02
7151	8	FOOD SVC OP SUPV I	5	1526	2544	4/02
7152	8	FOOD SVC OP SUPV II	6	1684	2806	4/02
7153	8	FOOD SVC OP SUPV III	8	2085	3475	4/02
7162	1	FOOD SERVICE DIRECTOR I	10	2513	4188	4/02
7163	2	FOOD SERVICE DIRECTOR II	12	2992	4986	4/02
7203	8	LAUNDRY WORKER	3	1256	2094	2/02
7210	8	LAUNDRY SUPERVISOR	4	1388	2313	3/98
7211	8	LAUNDRY MANAGER I	6	1684	2806	3/98
7212	8	LAUNDRY MANAGER II	8	2085	3475	3/98
8030	7	HISTORIC SITE CONSTR SUPV	9	2315	3858	3/98
8041	3	LANDSCAPE & GRNDS SUPV	10	2513	4188	3/98
8046	3	HWY TRAFFIC CONT SPEC I	6	1684	2806	3/98
8047	3	HWY TRAFFIC CONT SPEC II	8	2085	3475	3/98
8050	7	HWY TRAFFIC CONT SUPV	9	2315	3858	3/98
8055	7	HWY MAINTENANCE FOREMAN	9	2315	3858	3/98
8060	7	HWY MAINTENANCE SUPT	12	2992	4986	9/90
8111	3	HEATING PLANT OPERATOR I	8	2085	3475	4/06
8112	3	HEATING PLANT OPERATOR II	9	2315	3858	4/06
8121	3	HEATING PLANT SUPV I	10	2513	4188	4/06
8122	3	HEATING PLANT SUPV II	12	2992	4986	4/06
8131	1	PHYSICAL PLANT DIR I	11	2736	4560	2/00
8132	1	PHYSICAL PLANT DIR II	12	2992	4986	2/00

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
8133	1	PHYSICAL PLANT DIR III	14	3638	6064	2/00
8201	8	MAINTENANCE WORKER I	5	1526	2544	3/98
8202	8	MAINTENANCE WORKER II	6	1684	2806	3/98
8203	8	MAINTENANCE SUPV I	8	2085	3475	3/06
8204	8	MAINTENANCE SUPV II	9	2315	3858	3/06
8205	7	BRICKLAYER, MAINTENANCE	9	2315	3858	1/02
8209	8	GEN TRADES MAINT WKR I	8	2085	3475	1/06
8210	8	GEN TRADES MAINT WKR II	9	2315	3858	1/06
8211	7	PAINTER I	7	1867	3111	9/05
8212	7	PAINTER II	8	2085	3475	9/05
8213	7	PAINTER III	9	2315	3858	9/05
8221	7	CARPENTER I	7	1867	3111	11/05
8222	7	CARPENTER II	8	2085	3475	11/05
8223	7	CARPENTER III	9	2315	3858	11/05
8231	7	PLUMBER I	9	2315	3858	9/05
8232	7	PLUMBER II	10	2513	4188	9/05
8233	7	PLUMBER III	12	2992	4986	9/05
8241	7	ELECTRICIAN I	9	2315	3858	8/05
8242	7	ELECTRICIAN II	10	2513	4188	8/05
8243	7	ELECTRICIAN III	12	2992	4986	8/05
8245	7	MAINT & PROJ COORD	12	2992	4986	3/05
8261	7	SYSTEMS MECHANIC I	8	2085	3475	4/06
8262	7	SYSTEMS MECHANIC II	10	2513	4188	4/06
8263	7	SYSTEMS MECHANIC III	11	2736	4560	4/06
8265	2	WEAPONS RANGE TECH COORD	12	2992	4986	12/99
8291	3	ELECTRONICS TECHNICIAN I	8	2085	3475	4/07
8292	3	ELECTRONICS TECHNICIAN II	10	2513	4188	4/07
8293	3	ELECTRONICS TECHNICIAN III	12	2992	4986	4/07
8305	8	AUTOMOTIVE SERVICE WKR I	4	1388	2313	3/98
8306	8	AUTOMOTIVE SERVICE WKR II	5	1526	2544	3/98
8321	7	FLEET & EQUIP TECH I	7	1867	3111	3/03
8322	7	FLEET & EQUIP TECH II	8	2085	3475	3/03
8323	7	FLEET & EQUIP TECH III	9	2315	3858	3/03
8332	7	FLEET & EQUIP SVC SUPV	11	2736	4560	4/03
8335	8	ST FLEET DISPATCHER	6	1684	2806	1/98
8341	7	MAINTENANCE MECHANIC I	7	1867	3111	3/00
8342	7	MAINTENANCE MECHANIC II	8	2085	3475	3/00
8343	7	MAINTENANCE MECHANIC III	10	2513	4188	3/00
8403	2	SURPLUS PROPERTY MANAGER	11	2736	4560	4/04
8405	8	SURPLUS PROPERTY SPEC	7	1867	3111	6/00
8411	8	EQUIPMENT OPERATOR I	5	1526	2544	3/98
8412	7	EQUIPMENT OPERATOR II	7	1867	3111	3/98
8413	7	EQUIPMENT OPERATOR III	8	2085	3475	3/98

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
8415	7	ROTARY DRILL OPERATOR	9	2315	3858	4/95
8421	2	PILOT I	11	2736	4560	10/87
8422	2	PILOT II	12	2992	4986	10/87
8520	8	COSMETOLOGIST	5	1526	2544	10/05
8600	3	BINDERY SPECIALIST I	3	1256	2094	8/97
8601	3	BINDERY SPECIALIST II	4	1388	2313	8/97
8605	7	PRINTING EQUIP OP I	5	1526	2544	5/99
8606	7	PRINTING EQUIP OP II	6	1684	2806	5/99
8607	7	PRINTING EQUIP OP III	7	1867	3111	5/99
8614	3	PHOTOGRAMMETRIST	9	2315	3858	3/98
8623	3	MICROFILM SPECIALIST	5	1526	2544	2/06
8624	3	GRAPHIC ARTIST I	7	1867	3111	6/01
8625	3	GRAPHIC ARTIST II	8	2085	3475	6/01
8628	2	PUB COORDINATOR/DESIGNER	11	2736	4560	3/98
8653	3	PRINT, PURCH, & REC COORD	9	2315	3858	5/99
9001		ELECTED - NOT CLASSIFIED	99	1	99999	9/86
9002		APPOINTED--NOT CLASSIFIED	99	1	99999	9/86
9003		DEPUTY - NOT CLASSIFIED	99	1	99999	9/86
9004		ASSISTANT-NOT CLASSIFIED	99	1	99999	9/86
9005		OTHER - NOT CLASSIFIED	99	1	99999	9/86
9006		BRD/COMM-NOT CLASSIFIED	99	1	99999	9/86
9007		FACULTY - NOT CLASSIFIED	99	1	99999	9/86
9008		TEMPORARY-NOT CLASSIFIED	99	1	99999	9/86
9009	2	PHYSICIAN-NOT CLASSIFIED	99	1	99999	7/86
9010		TRAINEE - NOT CLASSIFIED	99	1	99999	9/86
9011	2	ASST ATTY GEN-NOT CLASSFD	99	1	99999	9/89
9012	1	ASST ATTY GEN-ADMIN	99	1	9999	3/97
9021	1	OTHER-NOT CLS-OFCL/ADMIN	99	1	9999	5/97
9022	2	OTHER-NOT CLS-PROF	99	1	9999	5/97
9023	3	OTHER-NOT CLS-TECH	99	1	9999	5/97
9024	4	OTHER-NOT CLS-PROT SVC WK	99	1	9999	5/97
9025	5	OTHER-NOT CLS-PARAPROF	99	1	9999	5/97
9026	6	OTHER-NOT CLS-ADMIN SPT	99	1	9999	5/97
9027	7	OTHER-NOT CLS-SKLD CRFT	99	1	9999	5/97
9028	8	OTHER/NOT CLS-SVCS/MAINT	99	1	9999	5/97
9031	1	TEMP-NOT CLS-OFCL/ADMIN	99	1	9999	5/97
9032	2	TEMP-NOT CLS-PROF	99	1	9999	5/97
9033	3	TEMP-NOT CLS-TECH	99	1	9999	5/97
9034	4	TEMP-NOT CLS-PROT SVC WK	99	1	9999	5/97
9035	5	TEMP-NOT CLS-PARAPROF	99	1	9999	5/97
9036	6	TEMP-NOT CLS-ADMIN SPT	99	1	9999	5/97
9037	7	TEMP-NOT CLS-SKLD CRFT WK	99	1	9999	5/97
9038	8	TEMP-NOT CLS-SVCS/MAINT	99	1	9999	5/97

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CLASS	EEO	CLASS TITLE	GRADE	MIN	MAX	EFF DT
9039		TEMP-NOT CLS-CLIENT/RES WKR		0	0	4/04
9040		TEMP-NOT CLS-TEACHER	99	1	9999	7/04
9050		INTERN - NOT CLASSIFIED		1	9999	
9101	2	DENTIST-NOT CLASSIFIED	99	1	99999	7/89
9201	2	ADD CSLR TRN-NOT CLASSFD	99	1	99999	5/92
9250	3	GR PRAC NURSE-NOT CLASSFD	99	1	99999	1/93
9260	2	GR REG NURSE-NOT CLASSFD	99	1	99999	1/93
9997		RIF'D POSITION		0	0	2/86
9998		BUDGETED-PENDING CLASSF'N		0	0	9/86
9999		INCORR CLS CODE/NO RECORD		0	0	7/79

2007-09 LEGISLATIVELY AUTHORIZED FTE

Department	Notes	2007-2009 Legislatively Authorized FTE
<u>General Government</u>		
<i>Executive Branch</i>		
101 Office of the Governor		18.00
108 Office of the Secretary of State		27.00
110 Office of Management and Budget		132.50
112 Information Technology Department		306.20
117 Office of the State Auditor		54.80
120 Office of the State Treasurer		7.00
125 Office of the Attorney General		188.50
127 Office of the State Tax Commissioner		133.00
140 Office of Administrative Hearings		8.00
188 Commission on Legal Counsel of Indigents		29.00
190 Retirement and Investment Office		17.00
192 Public Employees Retirement System		33.00
<i>Legislative and Judicial Branches</i>		
150 Legislative Assembly		0.00
160 Legislative Council		33.00
180 Judicial Branch		338.00
<u>Education</u>		
<i>Elementary, Secondary, and Other Education</i>		
201 Department of Public Instruction		94.75
226 State Land Department		18.75
250 State Library		29.75
252 School for the Deaf		43.94
253 ND Vision Services/School for the Blind		28.00
270 Dept. of Career and Technical Education		27.50
<i>Higher Education</i>		
215 North Dakota University System Office		20.00
227 Bismarck State College		105.38
228 Lake Region State College		30.49
229 Williston State College		39.80
230 University of North Dakota		637.24
232 UND Medical School		157.74
235 ND State University		498.12
238 ND State College of Science		156.77
239 Dickinson State University		121.60
240 Mayville State University		55.89
241 Minot State University		184.83
242 Valley City State University		78.15
243 Minot State University - Bottineau		31.11
244 ND Forest Service		19.47
<u>Health and Human Services</u>		
301 ND Department of Health	1	331.50
313 Veterans Home		92.37
316 Indian Affairs Commission		4.00
321 Department of Veterans Affairs		7.00
325 Department of Human Services	1, 2	2,210.78
360 Protection and Advocacy Project		27.50
380 Job Service North Dakota		308.00

2007-09 LEGISLATIVELY AUTHORIZED FTE

Department	Notes	2007-2009 Legislatively Authorized FTE
<u>Regulatory</u>		
401 Office of the Insurance Commissioner		46.50
405 Industrial Commission	3	57.37
406 Office of the Labor Commissioner		11.00
408 Public Service Commission		41.00
412 Aeronautics Commission		6.00
413 Dept of Banking and Financial Institutions		27.00
414 Securities Department		9.00
471 Bank of North Dakota		176.50
473 North Dakota Housing Finance Agency		43.00
475 North Dakota Mill and Elevator Association		131.00
485 Workforce Safety and Insurance		237.14
<u>Public Safety</u>		
504 Highway Patrol		193.00
512 Department of Emergency Services		0.00
530 Department of Corrections and Rehabilitation		711.29
540 Office of the Adjutant General		232.00
<u>Agriculture, Economic Development</u>		
601 Department of Commerce		66.00
602 North Dakota Department of Agriculture		67.50
616 State Seed Department		30.00
627 Upper Great Plains Transportation Institute		43.40
628 Branch Research Centers		97.86
630 NDSU Extension Service		260.46
638 Northern Crops Institute		11.20
640 NDSU Main Research Station		348.88
649 Agronomy Seed Farm		3.00
665 ND State Fair		0.00
670 ND Racing Commission		2.00
<u>Natural Resources</u>		
701 State Historical Society		60.00
709 Council on the Arts		5.00
720 Game and Fish Department		155.00
750 Department of Parks and Recreation		50.50
770 State Water Commission		84.00
<u>Transportation</u>		
801 Department of Transportation		1,052.50
TOTAL FTE		10,944.53

NOTES:

- 1 The Children's Special Health Services program was transferred from the Department of Human Services to the Health Department.
- 2 Includes 122.6 FTE relating to the transfer from county child support enforcement units, authorized in SB 2205. However, the actual number of FTE may vary depending upon the number of persons employed by the counties on July 1, 2007.
- 3 The 2007-09 legislatively authorized FTE includes 2.00 FTE approved on a contingent basis for the Industrial Commission. Budget Section approval is required prior to filling the positions.

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

411000	Property Tax	420000	Business
411005	General Property Tax	420005	Aerial Spray Licensing
412000	General Sales and Use Tax	420010	Aircraft Registration
412005	City Sales Tax	420015	Airmen Registration
412010	Sales & Use Tax	420020	Ambulance Ser. Lic. Fees
413000	Selective Sales and Use Tax	420025	Anhydrous Ammonia License
413005	Aviation Fuel Tax	420030	Anti-Freeze
413010	Beer Tax	420035	A-P Prog. Const. Permits
413015	Cigarette Tax	420040	Apiary License
413020	Cigars, Snuff, & Tobacco Tax	420045	Approved Equip. Load Lim.
413025	Liquor Tax	420050	Auction Market
413030	Micro Brewers Tax	420055	Auctioneer
413035	Motor Fuel Tax	420060	Beekeepers
413040	Motor Vehicle Excise Tax	420065	Beer - Retail
413045	Rev From Hwy Tax Distribution	420070	Beer - Wholesale
413050	Special Fuels Tax	420075	Beverage Registration
413055	Lewis & Clark Hotel Sales Tax	420080	Brand Inspection
413060	Alcohol Taxes	420085	Brand Recording
414000	Natural Resources	420090	Brd Of Animal Health Tags
414005	Coal Conv. Fac. Tax	420095	Cigar-Cig., Snuff Lic.
414010	Coal Severance Tax	420100	Coal Exploration Fees
414015	Oil & Gas Production Tax	420105	Coin Oper. Amusement Mch.
414020	Oil Extraction Tax	420110	Collection Agency Lic.
414025	P & I Oil & Gas Prod. Tax	420115	Comm. Feed Reg. & Tonnage
414030	P & I Oil Extraction Tax	420120	Correctional Fees
415000	Income Taxes	420125	Creamery-Creamery State Lic.
415005	Financial Institution Tax	420130	Easements-Test Holes-Right Of
415015	Income Tax - Corp.	420135	Electrolysis Lic.
415020	Income Tax-Individual-Fidic	420140	Employment Agency
415025	Surtax - Corp.	420145	Estray
415030	Surtax - Individual	420150	Fair Board Licenses
415035	Business Privilege Tax	420155	Fertilizer Regist&Tonnage
416000	Gross Receipts-Business Tax	420160	Fireworks Lic Wholesale & Reta
416005	Airlines Tax	420165	Gaming License
416010	Bingo Card Excise Tax	420170	Grain Storehouse Lic.
416020	Construction Contractors Tax	420175	Registration Fees
416025	Electrical Franchise Tax-Annua	420180	Icc Plate
416030	Gaming Tax	420185	Insurance Agents Fees
416035	Insurance Premium Tax	420190	Insurance Fees
416040	Performing Rights Tax	420195	Law Enforce Trng Academy Fee
416045	Pull Tab Excise Tax	420200	Liquor - Retail
416055	Telecommunication Tax	420205	Liquor - Wholesale
416060	Provider Assessment Tax	420210	Livestock Dealers
416065	Horse Racing Tax	420215	Livestock Medicines
416070	Horse Racing Revenue	420220	Micro Brewers Lic.
417000	Estate Gift Tax	420225	Milk - Cream Testers Lic.
417005	Estate-Inheritance	420230	Misc. License/Fees
418000	Other Taxes	420235	Non-Traditional Livestock Lice
418010	Gas Tax Admin. Tsfr	420240	Nursery Lic..
418020	Unsatisfied Judgment Fee	420245	Oil Gas Mineral Brokers
418025	Unsatisfied Judgment Tax	420250	Overload Fees
		420255	Pesticide Registration
		420260	Plant Siting Fees
		420265	Potato Deal. Lic. - Wholesale
		420270	Poultry Fees
		420275	Pro-Rata Fee - Lieu Mi. Tax
		420280	Public Transportation Fee
		420285	Radiation Health Permit
		420290	Reg. Fee - Petroleum Fund

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

420295	Registration Of Franchises	421545	Dry Yellow Peas Assessments
420300	Registration Securities	421550	Feed Peas Assessments
420305	Rendering Plants	421555	Flax Assessments
420310	Rest.-Hotel-Trl. Ct.-Etc.	421560	Flax Tax Assessments
420315	Roving Grain Or Hay Buy	421565	Lentils Assessments
420320	Sanitary Pumpers Lic.	421570	Lupins Assessments
420325	Dealers/Investment Firms	421575	Milk Volume Assessments
420330	Agents/Representatives	421580	Potato Cwt Assessments
420335	Small Loan-Comp-License	421585	Rapeseed Assessments
420340	Ssrs- Dot	421590	Safflower Assessments
420345	Trade School Permits	421595	Soybean Assessments
420350	Tran. Merchants Lic.	421600	Sunflower Assessments
420355	Tran. Merchants-Cash In Lieu O	421605	Turkey Assessments
420360	Veterinarian	421610	Wheat Tax Assessments
420365	Vets Cemetery Plates		
420370	Water Rights Filling Fee	430000	Intergovernmental Grants/Contrib.
420375	Well Drilling Permits	430005	DPI Food Nutrition Revenue
420380	Wool Dealers	430010	Ebt Food Stamp Revenue
420385	Continuation Fee	430015	Federal Disaster Assistance
420390	New & Used Dealer Fees	430020	Grant/Contrib From Pol. Sub
420395	Lottery License Fees	430025	Indirect Cost Recoveries
420400	Lottery Application Fee	430030	Intergov Service Fund Revenue
420405	Lottery Credit Check Fee	430035	Motor Pool Vehicle Replacement
420410	Unclaimed Lottery Prizes	430040	Revenue From Fed Government
420415	Lottery Proceeds		
420420	Renewal License Fee	431000	Intergovernmental Sales or Services
420425	Lottery Subscription	431005	Revenue From Counties
420430	Background Checks	431010	Revenue From Cities
420435	Alcohol License Fees	431015	Rev From Other Political Subs
420440	Geophysical Permits		
420445	GEO Thermal Permits	432000	Intergovernmental Reimbursement
420450	FBI Service Background Checks	432005	Reimbursement From Other State
420455	FBI Background – Volunteers	434034	Motor Pool Veh Depr Rev
421000	Non Business	441000	Fines-Forfeitures-Escheat
421005	Aircraft Crop Spraying	441005	Court Administrator's Fees
421010	Drivers License	441010	Displaced Homemakers
421015	Game & Fish Advance Fees	441015	Fines-Forfeitures-Escheat
421020	Game & Fish Collectors Stamp	441035	Indigent Civil Legal Services
421025	Game & Fish-Fishing Licenses	441040	Modify An Order Fee
421030	Game & Fish-Hunting Licenses	441045	Sale Of Confiscated Property
421035	Game & Fish-Lottery	441050	Confiscated Property Refunds
421040	Game & Fish-Other Licenses	441055	Indigent Defense
421045	Handicapped Parking Fee	441060	Municipal Court Transfers
421050	Motorboat License Fees	441065	Indigent Application Fee
421055	Sale Of Check-Lic Fee	441070	Indigent Defense Facility Fee
421060	Wastewater Oper Cert. Fee	441075	Restitution Collection
421065	Wildlife Habitat Stamp		
421070	PLI Sportsmen Habitat Stamp	442000	Cash/Investment Earnings
421500	Non-Business-Commodity Assessments	442005	Accrued Interest Receivable
421505	Barley Assessments	442020	Gain on Sale of Investment/Sec
421510	Bean Assessments	442025	Interest Income
421515	Beef Assessments	442030	Net Apprec/Dep in Mkt Value
421520	Butterfat Assessments	442040	Interest On Investment
421525	Chickpeas Assessments	442045	Loss on Sale of Investments
421530	Corn Assessment	442050	RIO-Penalty on Late Filing
421535	Crambe Assessments	442055	Interest on Late Filing
421540	Dry Green Peas Assessments	442060	Interest on Prior Year Contrib
		442065	Miscellaneous Income

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

442090	Securities Lending Income	464035	Fire & Tornado Pre. Coll.
443000	Contributions and Private Grants	464040	Game & Fish License-Bonding Fe
443005	Donations	464045	Grain Inspection Fees
443010	Grant/Contrib--Non-Profit/Priv	464050	Health Fac. Licensing Fees
443015	Non-Game Contributions	464055	Inspection Fees-Not Classified
443020	Waterbank Grants	464060	Lawyer Discipline
444000	Operating Profits	464065	Motor Vehicle Inspection Fee
444005	Bank of North Dakota Profits	464070	New Jobs Application Fees
444010	ND Mill Profits	464075	Oil Inspection Fees
445000	Bonds	464080	Potato Inspection Fees
445005	Water Commission Bonds	464085	Potato Seed Cert Fees
446000	Special Assessments	464090	Potato Seedstocks
446005	Bonding Fund Clm. Coll.	464095	Public Utility Filing Fee
446010	Other Bonds-Notes-Deben.	464100	Scale Inspection Fees
446015	Tfr Int On Assess Reinst.	464105	Seed Certification Fees
462000	Other Charges for Services/Sales	464110	Utility Valuation Reimb.
462010	Auxiliary Service Fee	464115	Vehicle Escort Fee
462050	Equip Usage Charges	464120	Credit Sales Assessment
462065	From Hospital Store Profits	465000	Health
462095	Misc Sales-Concessions	465005	AFDC Collections
462115	Postage	465010	Care & Treatment - Medical Ass
462135	Resale-Special Orders	465015	Care & Treatment - Medicare
462140	Sale Meals-Prepared Food	465020	Care & Treatment - Psychiatric
462145	Sale Of Agriculture Products	465025	Care & Treatment - U.S. Indian
462150	Sale Of Fish	465030	Care&Treat-Blue Cross
462155	Sale Of Mfg Products	465035	Care&Treat-Char&Penal Inst
462160	Sale Of Road Materials	465040	Care&Treat-Not Classified
462170	Transcripts	465045	Child Support Collections
462180	Fossil Restoration	465050	Laboratory Analysis Fees
462185	Pharmacy Co-Payments	465055	Marriage License Fees
463000	General Government	465060	Med. Assist. Collections
463005	Computer Service	465065	Patient Fees Mh & Hs Centers
463007	Copier Revenue	465070	Vital Records - Service Fees
463009	Court Filing Fees	465075	Water Sample Analysis Fee
463011	Fire Marshall Services	466000	Education
463013	Fraud Audits	466005	Admissions
463015	Juvenile Court Reinvest.	466010	Brailing Services
463017	Legal Svc-General Government	466015	Student Fees
463019	Microfilm Service	466020	Reciprocity Payments
463021	Misc. Sales And Services	467000	Culture and Recreation
463023	Political Subdivision Audits	467005	Fees - Book Library
463025	Report Reviews	467010	Park Service Permits-User Fees
463027	Revenue Cent. Duplicating	467015	State Fair Revenues
463029	Sale Of Publications	472000	Leases, Rents, and Royalties
463031	State Agency Audits	472005	Lease-Rental Of Equipment
464000	Regulatory	472010	Lease-Rental Of Land
464005	Coal Mining Fees	472015	Lease-Rental Of Rooms-Bldgs
464010	Commissions	472020	Mineral Lease Royalties
464015	Disc. Cost Reimb.	472025	Mineral Royalties
464020	Examiner Fees	472030	Rent Of Buildings
464025	Final Cert Fees - Field	472035	Rental Telephone Collections
464030	Fire & Tornado Loss Collection	473000	Miscellaneous General Revenue
		473005	Cancelled Checks
		473010	Deposit Of Uncleared Coll

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

473015	Insurance Recoveries	481000	Sale of Capital Assets
473020	Investment-Principal	481005	Gain(Loss) Disposal Cap Asset
473025	Misc Refunds	481010	Sale Of Capital Asset-Surplus
473027	Petty Cash Deposits	481015	Sale Of Capitalized Asset
473030	Miscellaneous General Revenue	481020	Sale Of Land & Bldgs
473035	Other Reimb. - Jury Pay, Etc.	481025	Sale-Purch Dept Only
473040	Payroll - Assign.-Garnish.		
473045	Payroll - Deferred Comp.	482000	Sale of Non-Capital Assets
473050	Payroll - Employees Receivable	482002	Sale - Leg. Furniture
473055	Payroll - Federal Tax-Fica	482004	Sale Of Noncapital Asset
473060	Payroll - Fica	482006	Sale Of Noncapital Asset-Surpl
473065	Payroll - Health Insurance	482008	Sale Of Salvage & Scrap
473070	Payroll - Medicare/Eic		
473075	Payroll - Oasis	490000	In State Transfers
473080	Payroll - Pers Retirement	490001	Tsfr Fm General Fund
473085	Payroll - State Tax	490002	Tsfr Fm Federal Fund
473090	Payroll - State Unemployment	490200	Tsfr Fm Highway Fund
473095	Payroll - Tfr-Retirement	490201	Tsfr Fm Vehicle Fund
473100	Payroll - U.S. Savings Bond	490202	Tsfr Fm Abandoned Vehicle Fund
473105	Payroll- Other Deductions	490203	Tsfr Fm Surplus Property Fund
473110	Payroll Suspense	490204	Tsfr Fm Asset Forfeiture Fund
473115	Pre-Payment To NDPERS	490205	Tsfr Fm Motorcycle Safety Fund
473120	Refund Of Prior Bienn Expen	490206	Tsfr Fm Land Comm. Fund
473125	Revenue Prior Biennium	490207	Tsfr Fm Teachers Retirement Fu
473130	Section 125 Fees	490208	Tsfr Fm Soybean Council Fund
473135	Void Warrant - Prior Biennium	490209	Tsfr Fm Unsat. Judgment Fund
		490210	Tsfr Fm State Bonding Fund
474000	Program Income	490211	Tsfr Fm Fire & Tornado Fund
474005	Conference Registration Fees	490212	Tsfr Fm State Conference Fund
474010	OMB ONLY GE P-Card Rebate	490213	Tsfr Fm Workmens Comp. Fund
474015	Fees Paid To Collection Agency	490214	Tsfr Fr Natl Guard Emerg. Fund
474025	Game & Fish	490215	Tsfr Fm CSCC Fund
474030	Highway Damage Claims	490216	Tsfr Fm Non-Game Wildlife Fund
474035	Misc. Program Revenue	490218	Tsfr Fm DOT Bond Fund
474040	OMB ONLY Refund of GE P-Card Rebate	490219	Tsfr Fm Milk Marketing Fund
474045	Misc. Unclassified Revenue	490220	Tsfr Fm Spud Fund
474050	Health Premiums	490221	Tsfr Fm Turkey Fund
474055	Life Premiums	490222	Tsfr Fm Game & Fish Fund
474060	PERS-EAP Premiums	490223	Tsfr Fm Honey Promo. Fund
474065	PERS-Dental Premiums	490224	Tsfr Fm Ag Products Utilizatio
474070	Vision Premiums	490225	Tsfr Fm State Infrastructure B
474075	LTC Premiums	490226	Tsfr Fm Agronomy Seed Fund
474080	Administrative Fee	490227	Tsfr Fm Dry Pea and Lentil Fun
		490228	Tsfr Fm Wheat Comm. Fund
475000	Sale of Investments	490229	Tsfr Fm Beef Comm. Fund
475005	Revenue From Sale Of Invest	490230	Tsfr Fm ND Centennial Fund
		490231	Tsfr Fm Barley Growers Check-O
476000	Loan Related Revenues	490232	Tsfr Fm Public Trans.
476005	Interest Income From Loans	490233	Tsfr Fm Petroleum Release Fund
476010	Loans	490234	Tsfr Fm Adult Basic & Sec Ed.
476015	Receipt Of Loan Principal Pymt	490235	Tsfr Fm Displaced Hmakers Fund
		490237	Tsfr Fm Indigent Service Fund
477000	Tobacco Settlement Fund	490238	Tsfr Fm Coal Develop. Fund
477005	Tobacco Settlement Funds	490239	Tsfr Fm Ins. Reg. Trust Fund
		490241	Tsfr Fm Edible Bean Fund
480000	Other Misc Revenue	490242	Tsfr From Banking Reg Fund
480025	Additions to Perm & Term Endow	490243	Tsfr Fm North. Crop Inst. Fund
480030	Extraordinary Items	490244	Tsfr Fm Investor Ed & Tech
480035	Special Item	490245	Tsfr Fm Sunflower Council Fund

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

490246	Tsfr Fm State Auditor's Fund	490343	Tsfr Fm Med. Center Fund
490247	Tsfr Fm Oil & Gas Research Fund	490344	Tsfr Fm NDSU Fund
490248	Tsfr Fm PSC Valuation Revol. F	490345	Tsfr Fm NDSU-Bottineau Fund
490249	Tsfr Fm Surface Mine & Rec. Fu	490346	Tsfr Fm School Of Forestry Fun
490250	Tsfr Fm Attorney Gen Refund Fu	490347	Tsfr Fm NDSCS Fund
490251	Tsfr Fm Capital Grds Planning	490348	Tsfr Fm Dickinson State Univ.
490252	Tsfr Fm Arts & Hum. Ed. Fund	490349	Tsfr Fm Mayville State Univ.
490253	Tsfr Fm Histor Impact Emer Fun	490350	Tsfr Fm Minot State Univ.
490255	Tsfr Fm Wetlands Replace Fund	490351	Tsfr Fm Valley City State Univ
490258	Tsfr Fm St Lab Contract Ser Fu	490352	Tsfr Fm Transp. Insti.
490260	Tsfr Fr Minor Use Pesticide Fu	490353	Tsfr Fm School for the Deaf
490261	Tsfr Fr Snowmobile Fund	490354	Tsfr Fm School for Blind Fund
490263	Tsfr Fm Sec of St Gen Srvs Fnd	490357	Tsfr Fm Extension Div. Fund
490264	Tsfr Fr Anhydrous Ammonia Fund	490358	Tsfr Fm Main Exp. Fund
490266	Tsfr Fm Admin Hearings Fund	490359	Tsfr Fm Dickinson Exp. Fund
490267	Tsfr Fm Water Develop Trust Fu	490360	Tsfr Fm Human Service Fund
490274	Tsfr Fm Independent Study Fund	490361	Tsfr Fm State Hosp. Fund
490280	Tsfr from Perform. Assuran Fnd	490362	Tsfr Fm Job Srvs Operating
490288	Tsfr Fm Risk Management Fund	490365	Tsfr Fm Pen Indus. Fund
490292	Transfer from Lottery Fund	490366	Tsfr Fm Pen. Land Replce. Fund
490297	Transfer from Bio Mass Incen	490367	Tsfr Fm Aero. Comm. Fund
490301	Tsfr Fm DOI Dept. Fund	490368	Tsfr Fm Vets Aid Fund
490302	Tsfr Fm Sec. Of State Fund	490369	Tsfr Fm Aero. Constr. Fund
490303	Tsfr Fm Treasurers Special Fun	490370	Tsfr Fm Health & Lab Fund
490304	Tsfr Fm Gov. Spec. Fund	490371	Tsfr Fm Wastewater Oper. Fund
490305	Tsfr Fm Indust. Comm. Fund	490373	Tsfr Fm Radio Comm. Fund
490306	Tsfr Fm Year Of The Family Fun	490374	Tsfr Fm Water Contract Fund
490307	Tsfr Fm Vet. Med. Exam Fund	490375	Tsfr Fm Emerg. Mgmt Fund
490308	Tsfr Fm Ag. Dept Fund	490376	Tsfr Fm Envir & Rangeland Fund
490309	Tsfr Fm Dairy Prod. Promo. Fun	490377	Tsfr Fm Hist. Society Fund
490310	Tsfr Fm Geo. Survey Fund	490378	Tsfr Fm JS Civil Def. Fund
490311	Tsfr Fm Toxicology Fund	490379	Tsfr Fm State Pen. Fund
490312	Tsfr Fm Supreme Court Fund	490380	Tsfr Fm Soldiers Home Fund
490313	Tsfr Fm Ehpl Admin. Fund	490381	Tsfr Fm Long-Term Care Loan Fu
490314	Tsfr Fm Lignite Research Fund	490383	Tsfr Fm Natl Guard Fund
490315	Tsfr Fm ND Health Care Trust F	490384	Tsfr Fm State Tax Dept. Fund
490316	Tsfr Fm Comm Health Trust Fund	490385	Tsfr Fm Natl Grd Mil. Grnds Fu
490317	Tsfr Fm Oil & Gas Res. Data Fu	490387	Tsfr Fm BSC Fund
490318	Tsfr Fm Indian Affairs Fund	490388	Tsfr Fm UND-Lake Region
490319	Tsfr Fm Central Pers. Fund	490389	Tsfr Fm UND-Williston
490320	Tsfr Fm Labor Dept Fund	490390	Tsfr Fm Library Comm Fund
490322	Tsfr Fm Atty General Fund	490391	Tsfr Fm Public Inst. Fund
490323	Tsfr Fm Cntrl. Grass Ex. Stati	490392	Tsfr Fm Ins. Recovery Fund
490324	Tsfr Fm Aeronautics Comm Fund	490393	Tsfr Fm Voc. Ed. Fund
490326	Tsfr Fm Forest Svc Fund	490394	Tsfr Fm Habitat Restoration
490327	Tsfr Fm ST. Hist. Rev. Fund	490395	Tsfr Fm Water Use Fund
490328	Tsfr Fm Jud. Cond. Comm.	490396	Tsfr Fm Solid Waste Mgmt
490329	Tsfr Fm Seed Dept Fund	490397	Tsfr Fm Water Comm Fund
490330	Tsfr Fm Econ Dev. Comm. Fund	490398	Tsfr Fm Parks & Rec. Fund
490332	Tsfr Fm Hettinger Exp. Fund	490399	Tsfr Fm Arts & Hum. Fund
490333	Tsfr Fm Langdon Exp. Fund	490400	Tsfr Fm Highway Tax Dist. Fund
490334	Tsfr Fm Land Rec. Res. Ctr. Fu	490401	Tsfr Fm State Aid Fund
490335	Tsfr Fm North Cent. Exp. Fund	490402	Tsfr Fm Sales & Use Tax Fund
490336	Tsfr Fm Williston Exp. Fund	490403	Tsfr Fm Motor Fuel Cash Bond
490337	Tsfr Fm Carrington Exp. Fund	490404	Tsfr Fm Indus. Rev. Bond Fund
490339	Tsfr Fm Horse Racing Comm.	490406	Tsfr Fm Drivers Lic. Trust Fun
490340	Tsfr Fm University System	490407	Tsfr Fm Tobacco Settlement Tru
490341	Tsfr Fm UND Fund	490409	Tsfr Fm Insur. Dept Collection
490342	Tsfr Fm Comm Service Fund	490410	Tsfr Fm Vets Postwar Trust

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

490412	Tsfr Fm Coal Sev. Tax Dist.	490508	Tsfr Fm Perm Valley City Colle
490413	Tsfr Fm Air Transp. Fund	490515	Tsfr Fm Perm Coal Dev. Fund
490415	Tsfr Fm Hist. Soc. Gift & Req.	490601	Tsfr Fm St. Fair Enterprise Fu
490416	Tsfr Fm Fed Tax Replacement	490602	Tsfr Fm St. Parks Concession F
490417	Tsfr Fm Judges Retirement Fund	490603	Tsfr Fm Concession Fund
490418	Tsfr Fm Aban. & Unclaim. Prope	490700	Tsfr Fm Fleet Srvcs
490419	Tsfr Fm Childrens Trust Fund	490701	Tsfr Fm Postage Revolving Fund
490420	Tsfr Fm Cig. Tax Dist. Fund	490702	Tsfr Fm Dpi Print Revolving Fu
490421	Tsfr Fm Gas Tax Collect. & Ref	490730	Tsfr Fm HRMS Training Fund
490422	Tsfr Fm Aviation Tax Coll. & R	490780	Tsfr Fm ITD Service Fund
490423	Tsfr Fm Corp. Income Reserve	490790	Tsfr Fm Central Dup. Service F
490424	Tsfr Fm Income Tax Suspense	490805	Tsfr Fm Capital Constr. Fund
490425	Tsfr Fm Ind. Incom Reserve	490902	Tsfr Fm Capitol Renovation Fun
490426	Tsfr Fm Sp Fuel Tax Coll. & Re	490904	Tsfr Fm Soldiers Improvement F
490427	Tsfr Fm Oil & Gas Prod. Dist.	490911	Tsfr Fm Solid Waste Mgmt
490428	Tsfr Fm Motor Vehicle Reg. Dis	490916	Tsfr Fm PACE Fund
490429	Tsfr Fm Bus. Priv. Reserve	490917	Tsfr Fm Ag Pace
490430	Tsfr Fm State Taxes Dis. Fund	490919	Tsfr Fm Bldg Authority - Debt
490431	Tsfr Fm Trans. Line Tax Dis. F	490920	Ea-Retained Funds Tfr In
490432	Tsfr Fm Permanent Oil Tax Trus	490921	Ea-Retained Funds Tfr Out
490433	Tsfr Fm Natl Grd Trng & Fac.	490925	Interfund Transfers
490434	Tsfr Fm City Lodging Tax	490926	Intrafund Transfers
490435	Tsfr Fm City Sales Tax Susp.	490931	Tsfr Fm Donor Implied Trust
490436	Tsfr Fm Sch. Constr. Interest	490932	Tsfr Fm Pers Flexcomp
490437	Tsfr Fm Sch. Constr. Prin.	490954	Tsfr Fm Land-Aband & Unclaim
490438	Tsfr Fm City Restur. & Lodging	490955	Tsfr Fm Land And Minerals Trust
490439	Tsfr Fm Contrib Refund Reserve	490956	Tsfr Fm Land-Coal Severance Ta
490440	Tsfr Fm State Tuition Fund	490957	Tsfr Fm Land-Permanent Fund
490441	Tsfr Fm Trail Tax Tsfr Fund	490958	Tsfr Fm Land-Interest & Income
490444	Tsfr Fm Twnshp Roads & Bridges	490959	Tsfr Fm Land-Maintenance Fund
490446	Tsfr Fm Gaming Tax	490960	Tsfr Fm Building Auth Cap Proj
490447	Tsfr Fm Ethanol Production Inc	490961	Tsfr Fm Water Comm-Cap Project
490448	Tsfr Fm Aband Oil & Gas Recl.	490962	Tsfr Fm Water Comm-Debt Servic
490450	Tsfr Fm Rev. Sharing Trust Fun	490966	Tsfr Fm Workers Comp-Special
490451	Tsfr Fm Cent. Tree Prog. Trust	490968	Tsfr Fm ND Job Service
490453	Tsfr Fm Alcohol Fuel Tax Trust	490970	Tsfr Fm Mill & Elevator
490454	Tsfr Fm Coal Conv. Tax Trust	490971	Tsfr Fm DD Facility Loan Fund
490458	Tsfr Fm Oil Ext. Tax Dev. Trust	490972	Tsfr Fm Home Quarter Purchase
490459	Tsfr Fm Natl Grd Tuition Trust	490973	Tsfr Fm Beg Farmer Loan Fund
490460	Tsfr Fm Pre-Planning Rev. Fund	490975	Tsfr Fm ND Student Loan Trust
490461	Tsfr Fm OMB Unemp./Payroll Cl.	490976	Tsfr Fm Municipal Bond Bank
490462	Tsfr Fm Domestic Violence Prev	490981	Tsfr Fm Deferred Comp
490463	Tsfr Fm Child Support Disb Uni	490998	Tsfr Fm ND Housing Finance
490467	Tsfr Fm Aeronautics Dist.Fund	490999	Tsfr Fm Bank Of North Dakota
490468	Tsfr Fm Estate Tax Dist. Fund		
490469	Tsfr Fm Oil Res. Trust	491000	Operating Transfer From Component
490470	Tsfr Fm Pers Fund	491002	Tsfr From Component Unit
490479	Tsfr Fm Mine Operating Escrow	491010	Transfer from External Plans
490483	Tsfr Fm PERS Retirement		
490488	Tsfr Fm Habitat & Depre. Fund	492000	Operating Tsfr Fm Primary Govt
490490	Tsfr Fm S&B Restoration Trust	492002	Tsfr Fm Primary Gov
490491	TSFR Fm Veteran Cemetary Trust		
490493	Tsfr Fm Land & Minerals Trust		
490494	Tsfr Fm Air Trans. Fund		
490496	Tsfr Fm Found. Aid Stabilization		
490498	Tsfr Fm Budget Stab. Fund		
490499	Tsfr Fm Gen Fund-Borrow		
490501	Tsfr Fm Common Schools		
490504	Tsfr Fm Perm Capital Building		

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

511000	Salaries - Permanent
510000	Salaries - Budget
511005	Salaries Full Time
511010	Salaries - Faculty
511015	Judges Retirement
511020	Paid Annual Leave
511025	Pd Retire/Sick Leave
511030	Severance Pay
511035	Legislator Monthly Pay
511040	Legislative Employee Salaries
511045	In State - Meeting Compensatio
511050	Out Of State - Meeting Compens
511055	Institutional Resident Compens
511065	Legislator Session Pay
511070	Other Salary
511075	Suspense Salary
511080	Annual Leave Taken
511085	Sick Leave Taken
511090	Holiday Pay
511095	Jury Duty
511100	Military Leave
511105	Funeral Leave
511110	Comp Time Earned
511115	Comp Time Used
511120	Comp Time Paid
511125	Adjust Payroll - DOT ONLY
511130	Family Sick Leave Taken - DOT ONLY
512000	Salaries-Other (Budget)
512010	Shift Differential
513000	Temporary Salaries (Budget)
513005	Temporary Salaries
514000	Overtime (Budget)
514005	Overtime
514010	Overtime at Straight Time
514015	Overtime at Double Time
514020	Overtime for Temp Employees
514025	On Call Pay
516000	Fringe Benefits (Budget)
516015	Employee Assist Program
516025	Employer Paid Retirement
516045	Fringes Benefits - Higher Ed
516055	Health Insurance
516065	Job Service Retirement
516070	Job Srvc Met Life
516075	Basic Life Insurance
516085	Oasis
516090	Other Payroll Assessments
516095	Other Retirement
516100	Payroll - Assign.-Garnish.
516105	Payroll - Deferred Comp.
516110	Payroll - Employees Receivable
516115	Payroll - Fed. Tax
516120	Payroll - Medicare/EIC
516125	Payroll - Other Deductions
516130	Payroll - Pers Retirement

516135	Payroll - State Tax
516140	Payroll - Tfr - Retirement
516145	Payroll - U.S. Savings Bonds
516150	Miscellaneous Deductions
516155	Pers Pre-Payment
516165	Section 125 Adm Fee
516170	Social Security
516175	State Retirement
516185	Teachers Fund For Retirement
516195	TIAA Payments
516205	Unemployment Insurance
516210	Workers Comp Premium
516220	Other Payroll Taxes

521000	Travel (Budget)
521010	In State - Air Transportation
521015	In State - Lodging
521020	In State - Meals
521025	In State - Other Comm Transpor
521030	In State - Vehicle Mileage
521035	Meals Taxable
521040	Motor Vehicle Allowance
521045	Motor/Aircraft Pool
521046	Motor Pool Replacement Exp
521050	Moving - NonTaxable
521055	Moving - Taxable
521060	Non State Employee Travel
521065	Other Transportation & Misc Ex
521070	Out of State-Air Transportatio
521075	Out of State - Lodging
521080	Out of State - Meals
521085	Out of State-Other Comm Transp
521090	Out of State - Vehicle Mileage
521100	Tax Department Mileage
521110	Travel Advance - Meals
521115	Travel Advance - Lodging
521120	Private Air Mileage
531000	IT Software\Supplies (Budget)
531005	Data Processing Supply - Misc.
531010	IT - Equipment Under \$750
531015	Software/Licenses Over \$5,000
531020	Software/Licenses Under \$5,000
532000	Supply/Material-Professional (Budget)
532005	Ammunition & Explosives
532015	Audio Visuals
532020	Books
532025	Chemicals
532030	Drilling Supplies
532035	Educational Supplies
532040	Engineering Supplies
532045	Films/Video
532055	Investigative Supplies
532065	Maps & Plats
532070	Microfilm Supplies
532090	Periodicals & Subscriptions
532095	Photography Supplies
532125	Resource Materials

**Office of Management and Budget
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3/4/2008

532135	Test Samples	535000	Miscellaneous Supplies (Budget)
532140	Testing Materials	535005	Art & Craft Supplies
532145	Video Audio Cassettes/Tapes	535010	Dishes & Silverware
533000	Food and Clothing (Budget)	535015	Equip Under \$750
533010	Clothing	535020	Expendable Tools
533020	Dry Goods	535025	Farm & Livestock Supplies
533025	Food Supplies	535030	Health Beauty Supplies
533030	Groceries	535035	Laundry Supplies
533035	Incontinent Briefs	535040	License & Tags
533040	Linens	535060	Promotional Supply
533050	Meat	535065	Recreational Supply
533055	Safety Clothing	535070	Refl & Mkt Materials
533060	Uniforms	535075	Rescue Supplies
534000	Bldg, Grounds, Vehicle MTCE Supply (Budget)	535080	DHS Unallocated Costs
534005	Aircraft Fuel & Oil	535085	Supplies Not Classified
534010	Aircraft Repair Parts	535090	Paper Products
534015	Boiler Supplies	536000	Office Supplies (Budget)
534030	Electrical Supplies	536005	Central Supply
534035	Equipment Repair Parts	536015	Office Supplies
534040	Fuel & Oil - Vehicle	536035	Resale Supplies
534045	Hardware & Bldg Supply	536040	Special Forms
534050	Inventory Used-Fleet	536045	Stock Paper
534055	Inventory Used	536050	Stock Ribbons
534060	Janitorial	536055	Unused Inventory
534075	Metals, Lumber, Cement	536058	Scrapped Inventory
534080	Misc. Mfg. Supplies	536060	Supplies - Special Order
534085	Motor Vehicle Tires	541000	Postage (Budget)
534090	Motor/Aircraft-Higher Ed	541010	Mailing Services
534095	Non-Vehicle Repair Parts	541015	Postage And P.O. Box Rental
534100	Other Bldg. & Equip. Supplies	541025	Postage Meter
534105	Paint	542000	Printing (Budget)
534115	Plumbing/Heating Supplies	542005	Central Duplicating - Printing
534125	Repair Parts - Radios	542010	Copier Supplies
534130	Repair Parts - Vehicle	542015	Copies (Copy Machine)
534135	Road Maintenance Supplies	542020	Paper Products
534140	Roadside Development Supplies	542035	Printing From Others (Non Ctrl
534150	Seed, Feed, Forage, Fert.	542050	Copies From Others (Non Ctrl D
534160	Contract Traffic Services	542055	Central Dup Mainframe Printing
534165	Trees, Shrubs, Etc.	551000	IT Equip under \$5,000 (Budget)
534170	Road Oil	551005	Computer Equip under \$5,000
534175	Oil Mix	551010	IT - Radio Equip under \$5,000
534180	Salt	551015	IT - Voice Equip under \$5,000
534185	Sand	551020	Other IT Equip under \$5,000
534190	Chips	552000	Other Equip under \$5,000 (Budget)
534195	Gravel	552040	Books
534200	Asphalt & Crack Filler	552045	Engineering Equipment
534205	Road Materials Not Classified	552050	Hospital Equipment
534210	Contract Patching	552055	Implements
534215	Traffic Paint, Beads & Thinner	552060	Lab Equipment
534220	Signs & Sign Post	552065	Library Equipment
534225	Guardrail Materials	552070	Livestock
534230	Oil and Additives	552075	Other Equipment
534235	Gasoline	552080	Other Equipment-Higher Ed
534240	Diesel Fuel	552085	Other Equipment-Under \$5000
534245	Gasohol		
534250	Vegetation Control Chemical		

**Office of Management and Budget
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552090	Photo Equipment	591075	Repair Service-Aircraft
552100	Rehabilitation Equipment	591080	Repair Service-Bridge/Highway
552105	Safety Equipment	591085	Repair Service-Radios
552110	School Equipment	591110	Repairs Not Classified
552115	Shop Equipment	591115	Repairs-Higher Ed.
552120	Tools	591120	Service Contract-Office Equip
552125	Weapons	591125	Service Contract-Other
		591130	Shop Overhead Reimbursement
553000	Office Equip & Furniture-Under \$5000 (Budget)		
553005	Office Machines	601000	IT - Data Processing (Budget)
553010	Furniture & Furnishings	601005	Data Processing Service
553015	Legislative Equip & Furnishing	601010	Data Processing-Westlaw
		601015	Dp - Networking & Line Charges
561000	Utilities (Budget)	601020	Higher Ed.-Data Processing
561010	Coal	601025	Microfilm Service
561015	Electricity		
561020	Heating Oil	602000	IT-Communications (Budget)
561025	Miscellaneous Heating	602005	Cellular Phones
561030	Natural Gas	602010	Fax Charges
561045	Steam Heat	602060	Telephone & Telegraph - Non IT
561050	Utilities-Higher Ed.	602065	Telephone ITD
561055	Utility Payment		
561065	Water & Garbage	603000	IT Contractual Services and Repairs (Budget)
		603005	IT-Library Computer Service
571000	Insurance (Budget)	603010	IT-Rent/Lease/Purchase Of It E
571010	Fidelity Insurance	603015	IT-Computer Lease-Rent Repairs
571015	Liability Insurance	603020	IT-Consultant/Development
571020	Other Insurance	603025	IT-Network/Communications-Non
571025	Property Insurance	603030	IT-Other Contracting
571030	Risk Management Premiums	603035	IT-Service Contract-Edp
581000	Rentals/Leases-Equip & Other (Budget)	611000	Professional Development (Budget)
581010	Copier Rental	611005	Conference Expenses
581050	Lease/Purchase - Equipment	611010	Dues & Memberships
581055	Office Equipment Rental	611015	Honorariums
581065	Rent Of Communication Equip	611020	Professional Development
581070	Rent Of Equipment	611025	Stipends
581075	Rent Transport Equipment	611030	Tuition Fees
		611035	Tuition Fees - Taxable
582000	Rentals/Leases - Bldg/Land (Budget)	621000	Operating Fees and Services (Budget)
582005	Booth & Room Rental	621005	Abstracting
582010	In Lieu Of Real Estate	621010	Adjust Indirect Cost Distr-Rea
582015	Lease/Purchase Buildings	621020	Advertising Services
582020	Miscellaneous Rents & Leases	621040	Agricultural Weed Control
582025	Relocation Asst Pmts	621045	Appraisals
582060	Rent Of Building Space	621050	Fingerprinting Fee
582065	Rent Of Land	621055	BCI Background Check
582070	Waterbank Land Payments	621060	Awards, Rewards, Prizes
		621065	Bad Debt Expense
591000	Repairs (Budget)	621070	Bank Fees
591005	Electrical Service	621075	Book Binding
591010	Elevator Maintenance Contract	621085	Commissions
591015	Heat/Air Condition Service	621090	Commodity Payments
591020	Janitorial Contract	621095	Contingency Fund
591030	Plumbing Service	621105	Cost Allo-Memo Expense
591050	Repair Building & Grounds	621110	County Reimb./Clerk Services
591055	Repair Equipment-Automobiles	621115	Credit Card Costs
591060	Repair Equipment-Office	621125	Defense Witness Fees
591065	Repair Equipment-Other		

**Office of Management and Budget
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621130	DP3 - Payments	621825	Lab Testing Fees
621135	Extermination Service		
621140	Film Distribution	623000	Fees - Professional Services (Budget)
621145	Film Processing	623005	Accountants
621150	Freight & Express	623010	Architects
621155	Freight To Be Capitalized	623015	Artistic & Design Service
621165	Guardian Ad Litem Fees	623020	Audit
621170	Hazardous Waste Collection	623035	Contract Svc-Reclamation Const
621175	Higher Ed-General Fund Operati	623040	Contract Svc-Reclamation Drill
621180	Indemnity-Diseased Livestock	623045	Contract Svcs-Cultural Resourc
621185	Indigent Defense Expense	623050	Employee Asst Pymts
621190	Indirect Cost Distribution	623055	Engineers
621191	Equip Use Hwy Owned Charge	623065	Foster Care Patients
621192	Missle Rd Costs	623070	Foster Grandparent Stipends
621195	Indirect Cost Distribution-Rea	623080	Instructors
621200	Indirect Cost Recovery	623085	Interpreters Fees
621201	Equip Use Hwy Owned Offset	623100	Legal
621202	Missle Rd Offset	623105	Legal - Administrative Hearing
621205	Indirect Cost Recovery-Real Ex	623110	Legal - Attorney General's Off
621210	Indirect Cost Reimbursement	623115	Legal Admin Clm (Risk Mgmt Onl
621215	Indirect Patient & Inmate Allo	623120	Legal Auto Clm (Risk Mgmt Only
621220	Inmate & Patient Release	623125	Legal Gen Clm (Risk Mgmt Only)
621225	J995 Indirect Cost Distribution	623130	Management/Consulting Service
621240	J996 Indirect Cost Distribution	623135	Mediator Fees
621245	J997 Indirect Cost Distribution	623140	Medical Including Hospital
621250	J998 Indirect Cost Distribution	623145	Merit System Fees
621255	J999 Indirect Cost Distribution	623150	Microfilm
621260	Job Svc TFR Admin Costs	623155	Mgmt/Consulting Serv > \$25,000
621265	Juror Fees	623160	Outside Doc&Hosp Service
621270	Jury Commissioner Fees	623175	Professionals Not Classified
621275	Laundry & Dry Cleaning	623195	Veterinary
621280	Legal Transcripts	623220	Contract Veg & Pest Control
621285	Licenses & Taxes	623225	Consultant Engineer-Hwy Proj
621290	Loan Interest Repayment-BND	623230	Engineering Consultants
621295	Loan Principal Repayment-BND	623235	Right of Way Consultants
621305	Misc Contractual Fees	623240	Survey \ Photo Consultants
621310	Miscellaneous Refunds	623245	Cultural Resource Consultants
621315	NAEP Incentive DPI	623250	Actuaries
621325	Other Operating Fees	623255	Consultants
621340	Patient & Inmate Allowance		
621350	Photographer	625000	Medical, Dental and Optical (Budget)
621365	Prosecution Witness Fees	625005	Client Medication
621370	Purch Of Serv & Coop Agreement	625010	Dental Supplies
621375	Purchasing Card Transactions	625015	Drugs - Regular
621380	Radio-TV-Newspaper Serv	625020	Drugs - Tranquilizers
621385	Rent/Land Value Survey	625025	Lab Supplies
621415	Research Fees	625035	Medicine & Drugs
621420	Sheriffs Witness Fees & Expense	625040	Optical Supplies
621430	Storage And Handling Fees	625045	Psych. & Psy. Supplies
621445	Trfr Of Title XIX Exp H.S.	625050	Rehabilitation Supplies
621450	Worker's Comp Payment	625055	Surgical Supplies
621455	Adjust Indirect Cost Recv-Real	625060	Veterinary Supplies
621460	Juror Amenities	625065	Pharmacy Supplies
621465	Interest Expense	625070	Health Premium Paid
621470	Serv & Coop Agreement Counties	625075	PERS-Vision Premiums Paid
621805	RIO Admin Charge-Budgeted	625080	PERS-Dental Premiums Paid
621810	RIO-Admin Charge-Income Reduct	625085	Life Premiums Paid
621815	Marketing Advertising Services	625090	PERS-LTC Premium Paid
621820	New Jobs Credit Payment	625095	PERS-EAP Premiums Paid

**Office of Management and Budget
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625100	Other Medical, Dental & Optical	712010	Bonding Claim Losses
625105	X-Ray Supplies	712015	Judgments
632000	Other (Budget)	712020	Extended Coverage Losses
632005	Agency Fund Clearing Expense	712025	Indirect Costs
632007	Replenish Petty Cash Fund	712030	Grants To Individuals
632010	Donated Commodities	712035	Ebt Food Stamp Expenditures
632015	Donated Surplus Property	712040	Pub/Priv Pur Client Ser
632020	Donated Vaccines	712045	Wiche Grants
671000	Non Operating Expenses (Budget)	712050	Grants To Associations
671005	Job Service Priors	712055	Grants To Reg. Planning Cncl.
671007	Unallocated CA	712060	Grants To Soil Cons. Districts
671010	Memo Indirect Cost Distribution	712065	Grants To Libraries
671015	Memo Indirect Cost Recovery	712070	Grants To State Colleges
671019	In-Kind / Local Match	712075	Grants To School District
682000	Land and Buildings (Budget)	712080	Grants To Private & Non-State
682015	Building Construction - New	712085	Grants To Water Resource Distr
682070	Land Purchases	712090	Tribal Grant
682090	Right Of Way Land Purchases	712095	Cap Grant
682110	Right Of Way Payments	712100	Grants To Multi Sp Ed Brd
682115	Right of Way Damage Claims	712105	Grants To Cities
683000	Other Capital Payments (Budget)	712110	Grants To MRI
683005	Billboard Control	712115	Grants To Counties
683010	Bond Interest Pymts	712120	Grants To Health Units
683015	Bond Principal Pymts	712125	Grants To Local Health Units
683020	Construction In Progress	712130	Grants To District Health Unit
683025	Contractor Payments - Highways	712135	Grants To Townships
683030	Contractor Payments - Water Re	712140	Grants To Ethanol Plants
683035	Depreciation Expense	712145	Grants To Fire Districts
683040	Improve Non-State Owned Prop	712150	Grants To Park Districts
683045	Misc. Special Projects	712155	Grants To Reg. Health Cncl
683050	Oil Storage Tanks	712160	National Guard Rentals
683055	Special Assessment Taxes	712165	Homestead Tax Credit
683060	In Lieu of Real Estate	712170	St. Tuition-I & I
684000	Extraordinary Repairs (Budget)	712175	St. Tuition-Fines & Pen.
684010	Misc Land Improvements	712180	Misc. Grants
684015	Misc Building Improvements	712185	State Public Trans Grants
684020	Misc Major Bldg Repairs	712190	Job Svc Tfr Prog Costs
691000	Equipment \$5000 and Over (Budget)	712195	Grants To Non-Public Entities
691005	Office Equipment Over \$5000	712200	Serv & Coop Agreement Counties
691035	Other Equipment Over \$5000	713000	Tax Dist to Government Units (Budget)
692000	Motor Vehicles (Budget)	713005	Aid To Twshps Highway Counties
692005	Passenger Vehicles	713010	Hwy Tax Dist. To Counties
692010	Other Motor Vehicles	713015	Hwy Tax Dist. - Cities
692025	Major Hwy Maintenance Equip	713020	Hwy Tax Dist-Hwy Dept
692030	Hwy Minor & Shop Equip>\$4,999	713025	Airline Tax Dist.
693000	IT Equip/Software Over \$5000 (Budget)	713030	Cigarette Tax To Cities
693010	IT Equipment Over \$5000	713035	Aeronautics Dist. To Counties
693030	IT Equip/Software Over \$5000	713040	City Sales Tax To Cities
712000	Grants, Benefits & Claims (Budget)	713045	City Occupancy Tax To Cities
712005	Fire Losses	713050	City Lodg. & Restr. Tax To Cit
		713055	Gaming Tax Distribution
		713060	Fire Ins. Tax Dist.
		713065	Oil & Gas Tax To Counties
		713070	Oil & Gas Tax To Cities
		713075	Coal Sev. Tax Dist.-Counties
		713080	Coal Conversion To Counties
		713085	Telecommunications Tax Distrib
		713090	Electric Fran. Tax To Ctys

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/4/2008

713095	Estate Tax To Cities	722000	Transfers Out (Budget)
713100	Estate Tax To Counties	722001	Tsfr To General Fund
713105	Financial Institution Tax Dist	722002	Tsfr To Federal Fund
713110	Minerals Management Tax	722005	Intertransfer
713115	Senior Mill Levy Match	722010	Intrafund Transfer
713120	City Motor Vehicle Rental Tax	722082	Intrafund Transfer To Pc Fund
714000	Refunds (Budget)	722200	Tsfr To Highway Fund
714005	Adv. Fee Refunds - Game & Fish	722202	Tsfr To Abandoned Vehicle Fund
714010	Aviation Fuel Tax Refunds	722203	Tsfr To Surplus Prop. Fund
714015	Bean Tax Refunds	722204	Tsfr To Asset Forfeiture Fund
714020	Brand Inspection Refund	722205	Tsfr To Motorcycle Safety Fund
714025	Brand Recording Refund	722206	Tsfr To Land Comm. Fund
714030	Business Priv Tax Refund	722207	Tsfr To Teachers Retirement Fu
714035	Chickpeas Refunds	722208	Tsfr To Soybean Council Fund
714040	Cigarette Tax Refund	722209	Tsfr To Unsat. Judgment Fund
714045	Confiscated Property Refunds	722210	Tsfr To State Bonding Fund
714050	Corn Assessment Refund	722211	Tsfr To Fire & Tornado Fund
714055	Corporation Tax Refund	722212	Tsfr To State Conference Fund
714060	Crambe Seed Refund	722213	Tsfr To Workmens Comp. Fund
714065	Drivers License Fee Refund	722214	Tsfr To Nat. Guard Emerg. Fund
714070	Dry Green Peas Refunds	722215	Tsfr To CSCC Fund
714075	Dry Yellow Peas Refunds	722216	Tsfr To Non-Game Wildlife Fund
714080	Estray Refund	722218	Tsfr To DOT Bond Fund
714085	Feed Peas Refunds	722219	Tsfr To Milk Marketing Fund
714090	Financial Institution Refund	722220	Tsfr To Spud Fund
714095	Fishing License Refund - Game	722221	Tsfr To Turkey Fund
714100	Flax Seed Refund	722222	Tsfr To Game & Fish Fund
714105	Game & Fish Lottery Refunds	722223	Tsfr To Honey Promo. Fund
714110	Hunting License Refund - Game	722224	Tsfr To Ag Products
714115	Ind Surtax Refund	722225	Tsfr To State Infrastructure B
714120	Individual Tax Refund	722226	Tsfr To Agronomy Seed Fund
714125	Inheritance Tax Refund	722227	Tsfr To State Invest. Brd.
714130	Lentils Refunds	722228	Tsfr To Wheat Comm. Fund
714135	Lupins Refunds	722229	Tsfr To Beef Comm. Fund
714140	Misc Wildlife Refunds	722230	Tsfr To Special Roads Fund
714145	Motor Fuel Tax Refunds	722231	Tsfr To Barley Growers Check-O
714150	Motor Vehicle Lic Fee Refund	722232	Tsfr To Public Trans. Fund
714155	Motor Vehicle Sales Tax Refund	722233	Tsfr To Petroleum Release Comp
714160	Other License Refund - Game &	722234	Tsfr To Adult Basic & Sec Ed.
714165	Other Tax Refunds	722235	Tsfr To Displaced Hmakers Fund
714170	Pull Tab Excise Refund	722236	Tsfr To Waterbank Fund
714175	Rapeseed Refund	722238	Tsfr To Coal Develop. Fund
714180	Regular Fuel Tax Refund	722239	Tsfr To Ins. Reg. Trust Fund
714185	Safflower Seed Refund	722241	Tsfr To Edible Bean Fund
714190	Sale Of Publications Refunds	722242	Tsfr To Financial Instit. Fund
714195	Sales Tax Refunds	722243	Tsfr To North. Crop Inst. Fund
714200	Sales Tax/Mtr Fuels Bond Refun	722244	Tsfr To Investor Ed & Tech
714205	Soybean Tax Refund	722245	Tsfr To Sunflower Council Fund
714210	Special Fuels Tax Refund	722246	Tsfr To Auditors Oper.
714215	Sunflower Seed Refund	722247	Tsfr to Oil & Gas Research
714220	Telecommunication Tax Refund	722248	Tsfr To PSC Valuation Revol. F
714225	Tobacco Tax Refund	722249	Tsfr To Surface Mine & Rec. Fu
714230	Wheat Tax Refund	722250	Tsfr To Attorney Gen Refund Fu
714235	Corn Assessment Partial Refund	722251	Tsfr To Cap.Grounds Plann Fund
714250	Barley Assessments Refunds	722252	Tsfr To Arts & Hum. Ed. Fund
714255	Siting Process Exp Refund	722253	Tsfr To Histor Impact Emer Fun
		722258	Tsfr To State Lab Contract Ser
		722260	Tsfr To Minor Use Pesticide Fu
		722261	Tsfr To Snowmobile Fund

**Office of Management and Budget
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722265	Tsfr To State Parks Gift Fund	722361	Tsfr To Highway Patrol. Fund
722267	Tsfr To Water Development Trus	722362	Tsfr To Job Svc Operating
722274	Tsfr To Independent Study Fund	722364	Tsfr To Indian Affairs Printin
722285	Tsfr To Comp Gambling Preventi	722365	Tsfr To Pen Indus. Fund
722288	Tsfr To Risk Management Fund	722366	Tsfr To Pen. Land Replce. Fund
722292	Tsfr to Lottery Operating Fund	722367	Tsfr To Multi Jur. Drug Task
722301	Tsfr To Facilities Management	722368	Tsfr To Vets Aid Fund
722303	Tsfr To Treasurers Special Fun	722369	Tsfr To Aero. Constr. Fund
722304	Tsfr To Gov. Spec. Fund	722370	Tsfr To Health & Lab Fund
722305	Tsfr To Ind. Comm. Fund	722371	Tsfr To Wastewater Oper. Fund
722306	Tsfr To Year Of The Family Fun	722373	Tsfr To Radio Comm Fund
722307	Tsfr To Vet. Med. Exam Fund	722374	Tsfr To Water Contract Fund
722308	Tsfr To Ag. Dept Fund	722375	Tsfr To Emerg. Mgmt Fund
722309	Tsfr To Dairy Prod. Promo. Fun	722376	Tsfr To Envir & Rangeland Fund
722310	Tsfr To Geo. Survey Fund	722377	Tsfr To Hist. Society Fund
722311	Tsfr To Tox. Dept Fund	722378	Tsfr To Hazardous Chem Fund
722312	Tsfr To Supreme Court Fund	722379	Tsfr To State Pen. Fund
722313	Tsfr To Ehpl Admin. Fund	722380	Tsfr To Soldiers Home Fund
722314	Tsfr To Lignite Research Fund	722381	Tsfr To Long-Term Care Loan Fu
722315	Tsfr To ND Health Care Trust F	722383	Tsfr To Natl Grd Fund
722316	Tsfr To Community Health Trust	722384	Tsfr To State Tax Dept. Fund
722317	Tsfr To Oil & Gas Res. Data Fu	722385	Tsfr To Natl Grd Mil. Grnds Fu
722318	Tsfr To Indian Affairs Alcohol	722387	Tsfr To Bsc Fund
722319	Tsfr To Cent. Pers Fund	722388	Tsfr To Und-Lake Region
722320	Tsfr To Labor Dept Fund	722389	Tsfr To Und-Williston
722322	Tsfr To Atty General Fund	722390	Tsfr To Library Comm Fund
722323	Tsfr To Cntrl. Grass Ex. Stati	722391	Tsfr To Public Inst. Fund
722324	Tsfr To Aeronautics Comm Fund	722392	Tsfr To Ins. Recovery Fund
722326	Tsfr To Forest Svc. Fund	722393	Tsfr To Voc. Ed. Fund
722327	Tsfr To St. Hist. Rev. Fund	722394	Tsfr To Habitat Restoration
722328	Tsft To Jud. Cond. Comm.	722395	Tsfr To Water Use Fund
722329	Tsfr To Seed Dept Fund	722396	Tsfr To Solid Waste Mgmt Fund
722330	Tsfr To Econ. Dev. Comm Fund	722397	Tsfr To Water Comm Fund
722332	Tsfr To Hettinger Exp. Fund	722398	Tsfr To Parks & Rec. Fund
722333	Tsfr To Langdon Exp. Fund	722399	Tsfr To Arts & Hum. Fund
722334	Tsfr To Land Rec. Res. Ctr. Fu	722400	Tsfr To Highway Tax Dist. Fund
722335	Tsfr To North Cent. Exp. Fund	722402	Tsfr To Sales & Use Tax Deposi
722336	Tsfr To Williston Exp. Fund	722403	Tsfr To Motor Fuel Cash Bond D
722337	Tsfr To Carrington Exp. Fund	722404	Tsfr To Indus. Rev. Bond Fund
722338	Tsfr To State Plan. Spec. Fund	722406	Tsfr To Drivers Lic. Trust Fun
722339	Tsfr To Horse Racing Comm.	722407	Tsfr To Tobacco Settlement Tru
722341	Tsfr To UND Fund	722409	Tsfr To Insur. Dept Collection
722342	Tsfr To Comm Service Fund	722410	Tsfr To Vets Postwar Trust Fun
722343	Tsfr To Med. Center Fund	722412	Tsfr To Coal Sev. Tax Dist. Fu
722344	Tsfr To NDSU Fund	722413	Tsfr To Air Transp. Fund
722345	Tsfr To NDSU-Bottineau Fund	722415	Tsfr To Hist. Soc. Gift & Req.
722346	Tsfr To School Of Forestry-See	722416	Tsfr To Fed Tax Replacement Fu
722347	Tsfr To NDSCS Fund	722417	Tsfr To Judges Retirement Fund
722348	Tsfr To Dick. State Univ. Fund	722418	Tsfr To Aban. & Unclaim. Prop.
722349	Tsfr To Mayville State Univ.	722419	Tsfr To Childrens Trust Fund
722350	Tsfr To Minot State Univ. Fund	722420	Tsfr To Cig. Tax Dist. Fund
722351	Tsfr To Valley City St. Univ.	722421	Tsfr To Gas Tax Collect. & Ref
722352	Tsfr To Transp. Inst.	722422	Tsfr To Aviation Tax Coll. & R
722353	Tsfr To Deaf School Fund	722423	Tsfr To Corp. Income Reserve
722354	Tsfr To Blind School Fund	722424	Tsfr To Telecommunications Tax
722357	Tsfr To Extension Div. Fund	722425	Tsfr To Ind. Income Reserve
722358	Tsfr To Main Exp. Fund	722426	Tsfr To Sp Fuels Tax Coll. & R
722359	Tsfr To Dickinson Exp. Fund	722427	Tsfr To Oil & Gas Prod. Dist.
722360	Tsfr To Human Service Fund	722428	Tsfr To Motor Vehicle Reg. Dis

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722429	Tsfr To Bus. Priv. Reserve	722932	Tsfr To Pers Flexcomp
722430	Tsfr To State Taxes Dis. Fund	722951	Tsfr To Real Estate Bond Sinki
722431	Tsfr To Trans. Line Tax Dis. F	722954	Tsfr To Land-Aband & Unclaim
722432	Tsfr To Permanent Oil Tax Trus	722955	Tsfr To Land And Minerals Trus
722433	Tsfr To Natl Grd Trng & Fac.	722956	Tsfr To Land-Coal Severance Ta
722434	Tsfr To City Lodging Tax	722957	Tsfr To Land-Permanent Fund
722435	Tsfr To City Sales Tax Susp.	722958	Tsfr To Land-Interest & Income
722436	Tsfr To Sch Constr. Interest	722959	Tsfr To Land-Maintenance Fund
722437	Tsfr To Sch. Constr. Prin.	722961	Tsfr To Water Comm-Cap Project
722438	Tsfr To City Restur. & Lodging	722962	Tsfr To Water Comm-Debt Servic
722439	Tsfr To Contrib Refund Reserve	722967	Tsfr To Job Service - Exp Trus
722440	Tsfr To State Tuition Fund	722968	Tsfr To Job Service
722441	Tsfr To Trail Tax Tsfr Fund	722970	Tsfr To Mill & Elevator
722443	Tsfr To Tourism	722972	Tsfr To Home Qtr Purchase Fund
722444	Tsfr To Twnshp Roads & Bridges	722973	Tsfr To Beg Farmer Loan Fund
722446	Tsfr To Gaming Tax Fund	722975	Tsfr To ND Student Loan Trust
722447	Tsfr to Ethanol Prod Incentive	722981	Tsfr To Deferred Comp
722448	Tsfr To Abandoned Oil & Gas Re	722998	Tsfr To Housing & Finance
722450	Tsfr To Rev. Sharing Trust Fun	722999	Tsfr To Bank Of North Dakota
722451	Tsfr To Cent. Tree Prog. Trust		
722453	Tsfr To Alcohol Fuel Tax Trust	723000	Operating Transfers to CU (Budget)
722454	Tsfr To Coal Conv. Tax Tst Fun	723005	Tsfr To Technology Transfer, I
722458	Tsfr To Oil Ext. Tax Dev. Trus	723010	Tsfr To Future Fund
722459	Tsfr To Natl Grd Tuition Trust	723050	Comp Plan Net Transfers In/out
722460	Tsfr To Pre-Planning Rev. Fund		
722461	Tsfr To Omb Unemp./Payroll Cl.	724000	Operating Transfers to Primary (Budget)
722462	Tsfr To Domestic Violence Prev	724005	Operating Transfers to Primary
722463	Tsfr To Child Support Disb Uni		
722467	Tsfr To Aeronautics Distr. Fun		
722468	Tsfr To Estate Tax Dist. Fund		
722469	Tsfr To Oil Res. Trust		
722470	Tsfr To Pers Fund		
722479	Tsfr To Mine Operating Escrow		
722488	Tsfr To Habitat & Depre. Fund		
722490	Tsfr To S & B Restoration Trus		
722491	Tsfr To Veterans Cemetery Trus		
722493	Tsfr To Land & Minerals Trust		
722494	Tsfr To Air Trans. Fund		
722496	Tsfr To Found. Aid Stabilizati		
722498	Tsfr To Budget Stab. Fund		
722499	Tsfr To Gen Fund-Set Aside		
722501	Tsfr To Perm Commom School Fun		
722515	Tsfr To Perm Coal Dev. Fund		
722601	Tsfr To State Fair Enterprise		
722603	Tsfr To Concession Fund		
722700	Tsfr To Fleet Services		
722701	Tsfr To Postage Revolving Fund		
722702	Tsfr To Dpi Printing Revolving		
722730	Tsfr To Cp Training Fund		
722780	Tsfr To Cdp Service Fund		
722790	Tsfr To Central Dup. Service F		
722805	Tsfr To Capital Const. Fund		
722902	Trfr To Capitol Renovation Fun		
722916	Tsfr To Pace Fund		
722917	Tsfr To Ag Pace Fund		
722918	Tsfr To Fleet Services		
722919	Tsfr To Building Authority Deb		
722928	Tsfr To Research Debt Service		
722930	Transfer To Defined Contribtui		

Special Fund Listing

This schedule identifies the special funds assigned to each agency for which a Special Fund Statement must be completed.

Department Number	Fund Number	Fund Name
101		Office of the Governor
	304	Governor's Special Fund
108		Office of the Secretary of State
	263	General Services Operating Fund
	283	HAVA Election Fund
	302	Athletic Commission Fund
110		Office of Management and Budget
	212	Statewide Conference Fund
	237	Indigent Civil Legal Services Fund
	251	Capital Grounds Planning Fund
	275	Risk Management Workers Comp Fund
	288	Risk Management Fund
	407	Tobacco Settlement Trust Fund
	460	Preliminary Plan Revolving Loan
	461	OMB Unemployment/Payroll Clearing Fund
	496	Foundation Aid Stabilization
	498	Budget Stabilization Fund
	701	Postage Revolving Fund
	730	Central Personnel Training Fund
	790	Central Duplicating Services Fund
	902	Capitol Renovation Fund
112		Information Technology Division
	274	Independent Study Operating Fund
	780	ITD Service Fund
117		Office of the State Auditor
	246	State Auditor's Operating Fund
120		Office of the State Treasurer
	256	Bicentennial Trust Fund
	410	Veterans' Postwar Trust Fund
	416	Federal Tax Replacement Fund
	430	State Taxes Distribution Fund
	494	Air Transportation Fund
125		Office of the Attorney General
	204	Attorney General Asset Forfeiture Fund

Department Number	Fund Number	Fund Name
127	250	Attorney General Refund Fund
	322	Attorney General Fund
	446	Gaming and Excise Tax Allocation
		Office of the State Tax Commissioner
	272	Multi-state Tax Commission Fund
	384	Jobs Training Program Fund
	400	Highway Tax Distribution Fund
	401	State Aid Distribution Fund
	402	Sales and Use Tax Deposit Fund
	403	Motor Fuel Cash Bond Deposit Fund
	405	Financial Institution Tax Dist
	412	Coal Severance Tax Distribution Fund
	420	Cigarette Tax Distribution Fund
	421	Gas Tax Collection and Refunds Fund
	422	Aviation Tax Collection and Refunds Fund
	423	Corporate Income Refund Reserve
	424	Telecommunications Carriers Tax Fund
	425	Individual Income Refund Reserve
	426	Special Fuels Tax Collection and Refund Fund
	427	Oil and Gas Production Tax Distribution Fund
	429	Business Privilege Refund Reserve Fund
	431	Transmission Line Tax Distribution Fund
	434	City Lodging Tax Suspense Fund
	435	City Sales Tax Suspense
	438	City Restaurant and Lodge Tax Suspense Fund
	439	Contributions Refund Reserve Fund
	444	Township Road and Bridge Fund
	453	Alcohol Fuel Tax Trust Fund
	454	Coal Conversion Tax Trust Fund
	458	Oil Extraction Tax Development Trust Fund
	468	Estate Tax Distribution Fund
140		Office of Administrative Hearings
	266	Administrative Hearings Fund
160		Legislative Council
	259	Legislative Services Fund
180		Judicial Branch
	312	State Courts Fund
	328	Judicial Conduct Commission Fund
	417	Judges Retirement Fund

Department Number	Fund Number	Fund Name
188		Commission on Legal Counsel of Indigents
	282	Indigent Defense Administration Fund
190		Retirement and Investment Office
	207	State Investment Board
192		Public Employees Retirement System
	470	PERS Fund
201		Department of Public Instruction
	235	Displaced Homemakers Fund
	391	Public Instruction Fund
	702	DPI-Printing Revolving Fund
215		North Dakota University System
	340	Higher Education Special Revenue Fund
226		State Land Department
	206	Land Department Maintenance Fund
	238	Energy Development Impact Fund
	418	Abandoned and Unclaimed Property Fund
	493	Lands and Minerals Trust Fund
	501	Permanent Common Schools Trust Fund
	504	Capitol Building Trust Fund
	515	Coal Development Trust Fund
227		Bismarck State College
	387	Bismarck State College Fund
228		Lake Region State College
	388	Lake Region Fund
229		Williston State College
	389	Williston Center Fund
230		University of North Dakota
	341	UND Fund
232		UND Medical Center
	343	Medical Center Fund
235		ND State University
	344	NDSU Fund
238		ND State College of Science
	347	Science School Fund - NDSCS
239		Dickinson State University
	348	Dickinson State University Fund
240		Mayville State University
	349	Mayville State University Fund

Department Number	Fund Number	Fund Name
241		Minot State University
	350	Minot State University Fund
242		Valley City State University
	351	Valley City State University Fund
243		Minot State University - Bottineau
	345	Bottineau Fund
244		ND Forest Service
	326	Forest Service Fund
	346	School of Forestry - Seedling Reserve Fund
	451	Centennial Trees Program Trust Fund
250		State Library
	390	Library Commission Fund
252		School for the Deaf
	353	School for the Deaf Fund
253		School for the Blind
	271	Vision Aids & Appliances Fund
	354	School for the Blind Fund
270		Dept. of Career and Technical Education
	393	Vocational Education Fund
301		ND Department of Health
	202	Abandoned Vehicle Fund
	257	Organ/Tissue Transplant Fund
	258	Quality Restoration Fund
	313	EHPL Administrators Fund
	316	Community Health Trust Fund
	370	Health and Consolidated Lab Fund
	371	Wastewater Operators Certification Fund
	462	Domestic Violence Prevention Fund
313		Veterans Home
	380	Soldiers Home Fund
316		Indian Affairs Commission
	318	Indian Affairs Fund
321		Department of Veterans Affairs
	368	Veterans Aid Fund
325		Department of Human Services
	254	Employment of People with Disabilities Fund
	285	Compulsive Gambling Prevention & Treatment Fund
	315	ND Health Care Trust Fund

Department Number	Fund Number	Fund Name
	360	Human Services Department Fund
	419	Children's Trust Fund
	463	Child Support Disbursement Unit
380		Job Service North Dakota
	303	Oasis Trust Fund
	362	Job Service North Dakota Fund
	363	Asbestos Abatement Fund
401		Office of the Insurance Commissioner
	209	Unsatisfied Judgment Fund
	210	State Bonding Fund
	211	State Fire and Tornado Fund
	233	Petroleum Release Compensation Fund
	239	Insurance Regulatory Trust Fund
	240	Insurance Tax Distribution Fund
405		Industrial Commission
	234	Fossil Excavation and Restoration Fund
	247	Oil and Gas Research Fund
	305	Industrial Commission Fund
	314	Lignite Research Fund
	317	Oil and Gas Reservoir Data Fund
	448	Abandoned Oil and Gas Reclamation Fund
	900	Municipal Bond Bank
408		Public Service Commission
	248	PSC Valuation Revolving Fund
	445	Abandoned Mine Reclamation Set Aside Fund
412		Aeronautics Commission
	324	Aeronautics Commission Special Fund
413		Dept of Financial Institutions
	242	Financial Institutions Regulatory Fund
414		Office of Securities Commission
	244	Education and Technology Fund
	262	Investor Restitution Fund
471		Bank of North Dakota
	999	Bank of North Dakota Earnings
473		ND Housing Finance Agency
	473	Housing Finance Agency
475		ND Mill and Elevator Association
	475	Mill and Elevator

Department Number	Fund Number	Fund Name
485		Workforce Safety and Insurance
	213	Workers Compensation Fund
512		Department of Emergency Services
	373	Radio Communications Fund
	375	Emergency Management Fund
	378	State Hazard Chemical Fund
530		Department of Corrections and Rehabilitation
	321	Probationer Violation Transportation Fund
	366	Penitentiary Land Replacement Fund
	372	Crime Victims Gift Fund
	379	Department of Corrections Operating Fund
540		Adjutant General
	214	National Guard Emergency Fund
	383	National Guard Fund
	385	National Guard Military Grounds Fund
	433	Veterans Cemetery Fund
	491	Veteran's Cemetery Trust Fund
601		Department of Commerce
	224	Alcohol Motor Vehicle Fuel Fund
	330	Economic Development Commission Fund
	342	Intergovernmental Assistance Fund
	443	Department of Tourism Fund
602		Department of Agriculture
	236	State Waterbank Fund
	260	Minor Use Pesticide Fund
	264	Anhydrous Ammonia Storage Inspection Fund
	308	Agriculture Department Fund
	376	Environment & Rangeland Protection Fund
616		State Seed Department
	329	Seed Department Fund
627		Upper Great Plains Transportation Institute
	352	Transportation Institute Fund
630		NDSU Extension Service
	357	Extension Division Fund
638		Northern Crops Institute
	243	Northern Crops Institute Fund
640		NDSU Main Research Center
	338	Agricultural Research Fund
	358	Main Experiment Station Fund

Department Number	Fund Number	Fund Name
641		Dickinson Research Center
	359	Dickinson Experiment Station Fund
642		Central Grasslands Research Center
	323	Central Grasslands Experiment Station Fund
643		Hettinger Research Center
	332	Hettinger Experiment Station Fund
644		Langdon Research Center
	333	Langdon Experiment Station Fund
645		North Central Research Center
	335	North Central Experiment Station Fund
646		Williston Research Center
	336	Williston Experiment Station Fund
647		Carrington Research Center
	337	Carrington Experiment Station Fund
649		Agronomy Seed Farm
	226	Agronomy Seed Farm Fund
665		ND State Fair
	601	State Fair Enterprise Fund
670		ND Racing Commission
	278	Racing Breeders Fund
	290	Racing Purse Fund
	334	Horse Racing Operating Fund
	339	Racing Promotion Fund
701		State Historical Society
	253	Historical Impact Emergency Fund
	327	State Historical Revolving Fund
	415	Historical Society Gift and Bequests Fund
	603	Concession Fund
709		Council on the Arts
	399	Arts and Humanities Fund
720		Game and Fish Department
	216	Non-game Wildlife Fund
	222	Game and Fish Department Fund
	488	Habitat and Depredation Fund
750		Department of Parks and Recreation
	261	Snowmobile Fund
	265	State Parks Gift Fund

Department Number	Fund Number	Fund Name
770	398	Parks and Recreation Fund
	441	Trail Tax Transfer Fund
	602	State Parks Concession Fund
		State Water Commission
	267	Water Development Trust Fund
	397	Water Commission Fund
801	469	Oil Tax Resources Trust Fund
		Department of Transportation
	200	Highway Fund
	205	Motorcycle Safety Fund
	217	Motor Vehicle Registration Fund
	230	Special Road Fund
	232	Public Transportation Fund
	406	Drivers License Trust Fund
	700	Fleet Services Fund